

Post title:	Principal Planning Officer – Development Management
Grade:	M
Responsible to:	Planning Managers
Staff managed:	Manages a team of specialist professionals
Directorate:	Community Development
Service:	Planning
Job family:	P&T - Professional & Technical
Date of issue:	May 2023

Job context

The new North Yorkshire Council has brought together the services previously provided by seven district councils and the county council to create the third largest unitary authority in England. The Council wants to complement the area's natural capital, strong economy and resilient communities to improve the way local services are delivered and support a good quality of life for all.

The Council's Planning Services play a fundamental role in managing the natural and built environment, ensuring that the future development needs of the county can be accommodated to make it a better place in which to live and work.

The role involves the provision of planning advice and managing a caseload of planning applications and related consents, including complex and major planning applications and appeals submitted under the Town and Country Planning Acts and other related legislation. In addition to attending Planning Committees and other relevant groups to present agenda items and represent the service.

The post holder will help to deliver a proactive, customer-focused and compliant 'end-to-end' development management service that meets statutory requirements. Including contributing to the delivery of excellent performance and customer service, planned outcomes, targets and objectives and continuous improvement.

The post holder will exercise at all times professional judgement, following the RTPI's Code of Professional Conduct in the carrying out of the duties of the post and maintain an up-to-date knowledge of all legislation applicable to aspects of planning practice.

Note: This is a politically restricted post as defined by the Local Government and Housing Act 1989.

Job purpose

- To undertake all aspects of development management, with the objective of achieving quality planning decisions in a timely manner and ensuring that decisions are implemented in accordance with the relevant conditions.

	<ul style="list-style-type: none"> • Managing a caseload of pre-application enquiries, applications for planning permission and other consenting regimes, and appeals submitted under the Town and Country Planning Acts and other related legislation. • Provision of planning and other related advice. • Attendance at Planning Committees and other relevant internal and external groups to present reports and represent the service.
<p>Operational Management:</p>	<ul style="list-style-type: none"> • Act as case officer on complex planning applications with often competing material considerations and some controversial applications including associated appeals work. • Project Manage strategic development sites in accordance with legislation, policies, and guidance. • Attend Planning committee and other meetings as required. • Undertake site inspections, attend site meetings including formal Committee Site Visits. • Allocate work in line with the council's scheme of delegation. • Responsible for signing off decisions of other officers within your team. • Deputising for Development Manager/Team Leaders as required. • Preparation of appeal statements, proofs of evidence, statements of common ground and attendance at Public Inquiries and Hearings as the Authority's Planning Witness as required. • To negotiate community benefits from development proposals through legal agreements in line with Council policies including section 106 obligations and/or Community Infrastructure Levy payments. • Promote excellent customer care that meets or exceeds the expectations of stakeholders, Members, customers and the community, including advice to Members of the Council and the general public on planning and related matters. • Investigate and reply to queries and complaints about the planning service made under the Council's corporate complaints policy and Ombudsman investigations when required. • To understand and work to ensure key Performance Indicators and Planning Service targets are met regarding customer service and contribute to service improvements. • Assist in any Freedom of Information request as required. • Undertake any other duties commensurate with the post/grade as directed by your manager or any member of the Service Management Team. • Keep up to date with planning regulations, policy and legislation.
<p>Resource management:</p>	<ul style="list-style-type: none"> • Provide assistance and advice to colleagues to ensure consistency in applying adopted policies and procedures, and to assist in the development of less experienced members of the service. • Provide, support, guidance, and mentor less experience staff. • May manage a team of specialist professionals' as and when required.
<p>Partnerships:</p>	<ul style="list-style-type: none"> • Act as a key contact/liaison, providing professional advice to elected Members of the Council and local communities/interest groups in respect of planning applications, relevant statutory procedures and policy and members of the general public, prospective Applicants, Agents, stakeholders, including specialist agencies. • Liaison with colleagues, internal and external partners and other service providers as required, including participation in work relating to strategic planning and enforcement cases as required.
<p>Communications:</p>	<ul style="list-style-type: none"> • Represent Planning Services at Public Meetings, Working Groups and/or other meetings, as directed by Line Manager and report accordingly. • Write clear and concise reports/papers.

Systems and information:

- Operate all service systems in accordance with relevant adopted policies and procedures for their use and ensure that records are maintained.
- Contribute to the development of new systems, and with training, to keep up to date on IT development affecting the work.

Person specification:

Essential

Desirable

Knowledge and Experience

- Degree level education or proven equivalent level of technical and organisational knowledge in own specific field.
- Evidence of working on major and complex cases.
- Able to demonstrate an excellent knowledge of planning legislation and regulations.
- Presenting evidence at Public Inquiries and Court proceedings
- Knowledgeable and competent in the availability and use of IT systems, especially the use of Microsoft Office.
- Commitment to Personal Development and evidence of continuing professional development.

Occupational Skills

- Ability to understand and promote the Council's vision and priorities as it applies to services.
- Experience of dealing with major development proposals through the planning process including experience in leading and planning negotiations.
- Ability to lead and take ownership of tasks and accept responsibility for the results.
- Effective customer care skills, including how to understand, deliver and manage customer expectations.
- Ability to organise workloads and manage time work to strict deadlines.
- Working in a large and complex corporate and political environment.
- Presentation skills.
- Good ICT skills.
- Ability to work autonomously and limited supervision.
- Analyse information from a range of sources, probing for further information or a greater understanding.
- Good communications and listening skills.
- Ability to persuade, influence and negotiate positively.
- Good organisational management and record keeping.
- Able to prevent and/or manage challenging behaviour. Taking constructive action to prevent triggers occurring and minimise identified behaviour. Acts in a manner which is likely to promote calm and reassurance.

- Previous experience of working in a Development Management team in a supervisory role giving professional leadership.
- Ability to reflect on learning and willingness to pass on information and skills to others through coaching and other approaches

Behaviours

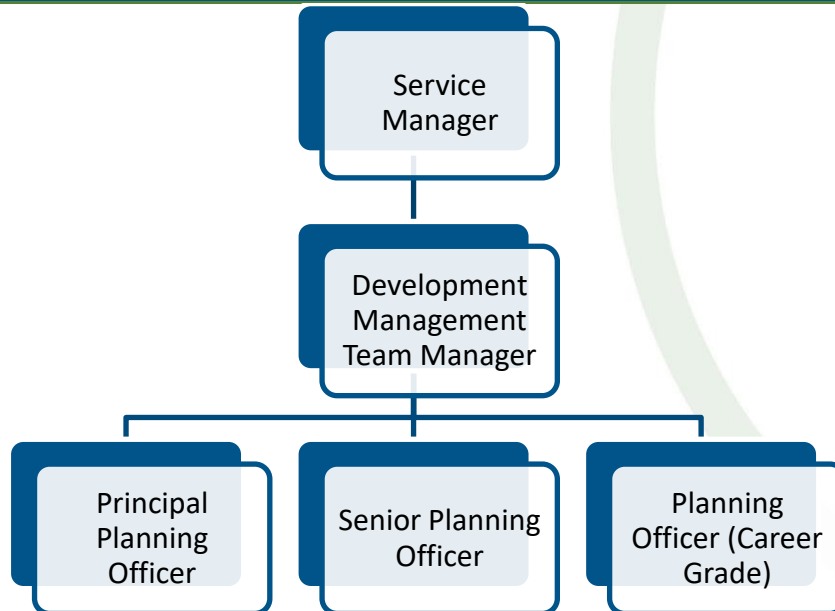
- Exercise at all times professional judgement, following the RTPI's Code of Professional Conduct in the carrying out of the duties of the post and maintain an up-to-date knowledge of all legislation applicable to aspects of planning practice.

<ul style="list-style-type: none"> • Demonstrate the core values and behaviour of the council <p>Link</p>	
<p>Professional Qualifications</p> <ul style="list-style-type: none"> • Degree, Post-Graduate or Masters in Planning or related subject • Eligible for Membership of RTPI 	<ul style="list-style-type: none"> • Chartered Membership of RTPI
<p>Other Requirements</p> <ul style="list-style-type: none"> • Will sometimes be required to work outside of normal working hours and to attend evening meetings. • Ability to travel around the County • Comply with the Council’s Health and Safety and Equal Opportunities policies and relevant legislation. • Ensure compliance with the requirements of the Data Protection Act and Health and Safety legislation. • To comply with the requirements of General Data Protection Regulations and all such related legislation, maintaining confidentiality at all times. 	

Career progression:

- At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g. apprenticeships and work shadowing/coaching.
- As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities.

Structure



NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.