Tewkesbury Borough Council

JOB DESCRIPTION

1.	**Service Team**	**Development Management**
2.	**Post Title**	**Principal Planning Officer**
3.	**Post Number**	**BDDC**
4.	**Post Grade**	**H**
5.	**Section**	**Development Services**
6.	**Responsible to**	**Development Management Team Leader**
7.	**Responsible for**	**N/A**
8.	**Main Purpose of Job**	To effectively manage a caseload of planning applications and appeals, including high profile and complex major cases, and related work. To support the development manager and team leaders in delivering a high-performing and customer-focused planning service.

9. Principal Responsibilities

A. Team Management – Activity, Performance, People and Resources

9.1 To assist the Development Manager and Planning Team Leaders in creating a positive environment for people to perform, supporting and encouraging their personal and professional development and ensuring that professional standards are met.

9.2 Provide support to all officers across the service to ensure its efficient operation, in accordance with statutory, regulatory and legislative requirements and the corporate objectives of the Council whilst promoting best practice.

B. Specific Tasks

9.3 Support the multi-disciplinary service in the determination of all types of planning application. Promote and support the pre-application advice with particular focus on Planning Performance Agreements.

9.4 Provide specialist planning advice to all customers (both internal and external) relevant to the service area of the post holder and, where necessary, attend the relevant Inquiries, Hearings, Committees, Courts and other meetings in support of the planning service. To advise on organizational change, prepare statements and proofs of evidence, memorandum of understanding, planning obligations and other legal documents of relevance.

9.5 Mentor junior planners and apprentices, providing advice, assistance and guidance as necessary; including making recommendations on planning matters, signing off applications and enforcement cases (in accordance with the scheme of delegation) and advise on appeal related casework up to and including dismissal.

9.6 Liaise with internal and external services, stakeholders, partners and customers in support of the aims and objectives of the Council.

9.7 To deputise for the Planning Team Leaders in their absence.

9.8 To assist the Development Manager in the review and development of policies, practices and services in accordance with changes in legislation and customer needs. This will include supporting the design and delivery of any consultation and engagement activities for plans, policies and strategies and could result in representing the Council at public exhibitions, stakeholder workshops and meetings.

9.10 Be prepared to visit land and sites as appropriate whilst recognizing the bi-lateral duty of care applicable to the post holder and the Council and cooperate in all matters relating to Health & Safety.

9.11 To contribute to the work of the planning policy, conservation, landscape and urban

9.12 To maintain up-to-date knowledge of relevant legislation and project management approaches, keeping abreast of best practice. Attending seminars, conferences and workshops, as required to support Professional Development Plan outcomes and business needs, ensuring key learning points are shared with colleagues.

C. General

9.13 To adopt sustainable working practices in terms of the way services are delivered and in respect of the way the council consumes materials and energy.

9.14 Ensure that services are delivered in compliance with existing and new health and safety legislation and the council's health and safety policy and ensuring that duties are pursued in a safe manner with due regard to the health and safety of self and others.

9.15 To adhere to all council policies and ensure all council policies are properly complied with throughout the service team; and ensure the council's responsibilities in relation to safeguarding children/adults are discharged in relation to services managed by the post holder.

9.16 To carry out any other duties which fall within the broad spirit, scope, levels and purpose of this job description.

9.17 Job descriptions will be subject to review and possible change on an annual basis subject to corporate priorities.