Principal Planning Officer
£33,437.00 - £41,025.00
Lancaster Circus
Working 36.5 hours per week
1 Fixed Term Contract 5 years
1 Permanent Contact

A range of fantastic opportunities have arisen to join one of the country's most innovative and forward thinking Planning and Development Departments.

Birmingham has an exciting growth agenda that will see the delivery of 51,000 new homes including a 6,000 home sustainable urban extension; major retail, office and leisure developments; over £5bn of infrastructure investment and proposals for High Speed 2. This is your opportunity help shape the future of an international city.

The Principal Planning Officer will be responsible for the management and determination of a diverse portfolio of planning applications as well as supporting the preparation and implementation of development frameworks and plans. You will need to hold a degree in planning or a related discipline, be a Corporate member of the RTPI and have substantial experience in the field of planning.

These are excellent opportunities for ambitious individuals to develop their experience and progress their career within the largest local authority in England.

Informal enquiries should be made to Richard Cowell, Assistant Director Development on 0121 303 2262 or via email richard.cowell@birmingham.gov.uk

Ref: EC2492017

Closing date: 15 September 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
Economy Directorate

Job Description

JOB TITLE: Principal Development Planning Officer
GRADE: GR5

SECTION: Area Teams
DIVISION: Planning and Development

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: NO

1.0 JOB PURPOSE

1.1 As a member of a Development Planning Team to bring about transformational change by delivering a full range of local planning services and area initiative work including:
- To prepare and implement statutory and non-statutory planning and regeneration frameworks.
- To secure stakeholder engagement in project development and delivery through consultation liaison and negotiation.
- To assist the Planning Management Service and contribute to the planning applications appeals and complaint processes,

2.0 DUTIES AND RESPONSIBILITIES

2.1 To lead the preparation of a range of planning documents including statutory Development Plans and Supplementary Planning Documents and non-statutory frameworks and plans, including:
- Collection and analysis of information to provide baseline evidence.
- Formulation of effective policies and proposals.
- Application of the statutory procedures.
- Assisting with preparation and presentation of evidence for Public Inquiries, appeals and hearings.
- Preparation of monitoring and review documents including Annual Monitoring Report.
- Use of a wide range of consultation techniques and approaches to maximise community participation, taking account of the needs of minority ethnic groups, people with disabilities and socially excluded groups.
- Preparing consultation material.
- Preparation and or review of the Local Development Scheme and Statement of Community Involvement.
- Input to inter-authority and or partnership working in relation to strategic planning and development matters.

2.2 To provide information and advice to a wide range of stakeholders and other parties on planning and development matters, including:
- Providing appropriate planning advice and working with local communities.
- Work in partnership with other City Council Directorates, public agencies and the private sector.
• Dealing with correspondence, telephone enquiries.
• Making information available on the Council’s website.
• Produce reports, documents and information as appropriate for range of audiences.
• Represent the Council at relevant events, committees and public meetings as required.
• Produce and deliver presentations on all appropriate activity to internal and external groups.
• Membership of corporate working groups.

2.3 To progress the implementation of proposals contained in plans and frameworks, including:
• Liaison with funding organisations.
• Assisting with the use of Compulsory Purchase powers.
• Contribute to corporate projects.
• Support initiatives that connect development with regeneration benefits.
• Support the delivery of externally funded investment programmes.

2.4 To contribute to the formulation and implementation of City Council corporate development programmes, policies and proposals including:
• Provide policy analysis, formulation and guidance in relation to specified regeneration initiatives and major projects.
• Undertake feasibility and option studies to support corporate regeneration programmes and projects.

2.5 Assist the planning application appeals and complaints processes ensuring reports are delivered in a timely manner including
• Process planning applications and appeals.
• Attend appeals and inquiries as necessary.
• Assist in dealing with complaints.
• Comment on planning applications to ensure Development Planning and Regeneration issues are addressed.
• Contribute to S106/CIL negotiations.

2.6 To advise developers / investors (or other groups and individuals) on appropriate development proposals within local areas.

• Championing key proposals and developments and acting as point of contact for public and private sector proposals.
• Using a pro-active approach to securing high quality designs, regeneration and investment in the city.
• Stimulating investment in line with the Big City Plan, Area Investment Prospectus etc.
• Linking site development and inward investment opportunities regeneration outcomes.

2.7 To support and deliver on a demand – led basis, the delivery of external funds including city region, regional, national, European (including ERDF, ESF inter- regional and transnational funding on their replacements) and international programmes where they serve the objectives of the City Council.

2.8 Undertake staff and resource management responsibilities as required, on a project/task performance basis including where appropriate manage staff and identify suitable work programmes and performance targets, in line with Council personnel policies and systems.

2.9 Such other duties as may reasonably be required from time to time commensurate with the grade.

BSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED
3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Development Planning Manager

JOB NO: 2

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor.
2. Left to work within established guidelines subject to scrutiny by supervisor.
3. Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

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<thead>
<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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*Use 1, 2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

PHYSICAL CONDITIONS (Work locations, hours etc.)

Location – Lancaster Circus but may entail relocation within Birmingham
Flexible working hours
Attendance at meetings and other activities that fall outside normal office hours will be required.

<table>
<thead>
<tr>
<th>CONTACTS</th>
<th>Reason for contact</th>
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<tbody>
<tr>
<td>Internal and External Contacts</td>
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<tr>
<td>Officers of the Development Directorate and other Council departments:</td>
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<tr>
<td>Officers from within the City Council</td>
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<tr>
<td>Regional and Local Partnerships</td>
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<td>Other public sector agencies</td>
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<tr>
<td>Private developers and landowners</td>
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<tr>
<td>Professional consultants, agents etc.</td>
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<td>Other private sector organisations</td>
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<td>Elected members</td>
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<td>Other stakeholders</td>
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<td>General public either as individuals or in organisations</td>
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To perform the duties of the post
## Economy Directorate

### Person Specification

**JOB TITLE:** Principal Development Officer  
**GRADE:** 5  
**DIVISION:** Planning and Development

**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

### CRITERIA

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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| **Education/Qualifications**  
NB: Full regard must be paid to overseas qualifications. | **Education & Qualifications** | AF/I |
| 1. Degree in Planning or related field. | 2. Corporate Membership of RTPI | AF/I |
| **Experience**  
(Relevant work and other experience) | **Knowledge and Experience** | | |
| 3. Substantial post qualification experience in planning. | 4. Sound knowledge and application of planning legislation. | AF/I |
| 5. Proven track record of leading complex planning and regeneration issues and presenting those at appropriate Council meetings. | 6. Proven track record of achievement in relation to complex technical or planning projects. | AF/I/T/P |
| 7. Experience of representing the Council at Public Inquiries, Hearings etc. | 8. Proven track record of supervision of staff on a project basis and within a team environment, including preparation of project programmes and time-tables, appraisal and other line management responsibilities. | AF/I |
| 9. Experience of preparation and implementation of planning and regeneration initiatives. Examples include: | | AF/I/T/P |
| - Statutory plans including Development Plan Documents | | |
| - Local planning advice and guidance | | |
| | • Implementation of capital projects  
| | • Implementation of other statutory procedures e.g. CPOs  
| | • Securing funding including negotiating Section 106 agreements, preparation of bids for funding  
| | • Working with partners  
| | 10. Knowledge of and experience of dealing with planning applications and appeals.  
| | 11. Experience of partnership working with stakeholders such as local community groups, developers, government agencies and Members/MPs.  
| | 12. Experience of public participation involving different techniques with a range of stakeholders.  
| | 13. Experience of project management and monitoring.  
| Skills & Ability | Skills and Abilities  
| e.g. written communication skills, dealing with the public etc. | 14. Proven ability to work with and gain the co-operation of a wide range of people and organisations.  
| | 15. Ability to communicate clearly with key players in the public and private sectors, elected members, representatives of voluntary and community organisations, local employers and individuals.  
| | 16. Effective communication skills and the ability to communicate complex issues in writing and verbally.  
| | 17. Proven ability to produce clear and effective written reports.  
| | 18. Proven ability to identify problems and find effective solutions.  
| | 19. Proven ability to effectively use office IT systems e.g. Microsoft Word and Excel.  
| | 20. Ability to manage, co-ordinate and process complex and competing workloads to tight deadlines.  
| Training | Training & Development  
| | 22. Demonstrate the commitment to and record of continuous professional development.  
| | |
All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.