Opportunities within the Planning and Development department at Birmingham City Council

Birmingham is changing….and fast! The second city is booming with a whole range of ambitious new development and regeneration initiatives. Are you interested in helping to shape our city for future generations?

We are looking to appoint to a range of positions within the Planning and Development department. You will be working for one of the country’s largest planning authorities within a can-do Directorate that combines a range of service areas; all co-located in modern offices in the city centre.

You will have the opportunity to help deliver the City Council’s growth plans, which comprise the development of 51,000 new homes including a sustainable urban extension of 6,000 homes; major retail, office and leisure space including the £1bn Birmingham Smithfield city centre redevelopment; the award winning Birmingham Municipal Housing Trust which is our housing delivery vehicle that has built over 2,000 new homes since 2009; and £4bn of infrastructure projects including the extension of the Midland Metro tram system and the High Speed 2 railway network.

Opportunities to join our team include:

**Principal Planning Officer**  
£33,437 - £41,025  
Both Permanent Positions and Fixed Term Contracts (4 years)  
Working 36.5 hours per week

The *Principal Planning Officer* role is responsible for the management and determination of a diverse portfolio of planning applications and appeals 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 Management.

If you are passionate about delivering transformation change and securing the highest quality of development we want to hear from you.

Ref: EC5052017

For informal enquiries regarding the Principle Planning Officer positions please contact – Peter Barton; Email: peter.barton@birmingham.gov.uk or Telephone: 0121 464 7789

Closing date: 26 January 2018

“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 Planning Officer  GRADE: 5

SECTION: Area Teams  DIVISION: Planning and Development

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES/NO

1.0 JOB PURPOSE

To assist in the provision of an efficient and effective Planning Management Service. To support the City Council’s overall strategic themes and, in particular, to secure a better environment for all the people of Birmingham through:

- Encouraging sustainable high quality design and development through the planning application and enforcement process;
- Enhancing and conserving the quality of Birmingham’s physical environment;
- Ensuring a safe and healthy built environment for Birmingham;
- Proactively supporting the City Council’s wider regeneration ambitions.
- Assist in preparing and implementing statutory and non-statutory planning and regeneration frameworks.

2.0 DUTIES AND RESPONSIBILITIES

2.1 To ensure that Planning Applications are dealt with in a professional and timely manner in line with agreed policies and procedures

- Undertake site visits.
- Ensure that appropriate internal and external consultation is undertaken.
- Assessment of applications against national and local policy guidance.
- Preparation of reports to Committee.
- Attendance at Ward or Constituency meetings or other public meetings if necessary.
- Negotiation of S106/CIL Planning obligations.
- Occasional attendance at Planning Committee.

2.2 To ensure that Planning Appeals are dealt with in a professional and timely manner in line with agreed policies and procedures
• Preparation of Proof of Evidence.
• Attendance at Appeal Hearings or Inquiries as necessary.

2.3 To provide pre application advice to landowners and developers to encourage appropriate development and investment

• Meetings and possible site visits with developers and landowners.
• Participation in working groups that may be established for complicated or major schemes.
• Written or oral advice.

2.4 Contribute to the preparation of statutory and non statutory planning policies and frameworks.

• Input to Development Plan Documents, Area Frameworks, Master Plans or individual planning briefs.
• Input to and implementation of Planning Management Policies.

2.5 Contribute to corporate regeneration initiatives and assist in the delivery of local services

This may include:
• Membership of corporate working groups.
• Provision of specialist advice to other Directorates or services.
• Helping deliver wider corporate objectives.
• Assisting with environmental and sustainable education.
• Assisting with visits and promotional activity.
• Input to corporate plans and publications.
• Represent the council or appropriate external bodies at relevant committees and public meetings as required.

2.6 Undertake staff and resource management responsibilities as required, as a project/task performance basis.

• Where appropriate manage staff and identify suitable work programmes and performance targets in line with council personnel policies and systems.

2.7 Such other activities as may reasonably be required from time to time commensurate with the grade

• As appropriate.

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Area Planning Manager

JOB NO:

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)

<table>
<thead>
<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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<tbody>
<tr>
<td>Manage staff within Grade 4 plus other staff as may be required by the duties of the job.</td>
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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 Internal and External Contacts</th>
<th>Reason for contact</th>
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<tbody>
<tr>
<td>Council Members</td>
<td>Contact required in order to carry out the duties of the post.</td>
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<tr>
<td>Other Constituency Planners</td>
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<tr>
<td>Specialist Planning Groups</td>
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<tr>
<td>Government Departments</td>
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<tr>
<td>Professional Advisers</td>
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<tr>
<td>General public either as individuals or in organisations</td>
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OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED
## Economy Directorate

### Person Specification

**Post:** Principal Planning Officer  
**Grade:** 5

**Division:** Planning & Regeneration  
**Section:** Area Teams

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

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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. | Degree in Planning or related discipline  
Corporate Membership of the RTPI | AF/I   |
| **Experience**  
(Relevant work and other experience) | Substantial experience of the delivery of the planning management function.  
Sound knowledge and application of planning legislation  
Experience of computer based Planning Management systems  
Considerable experience of planning practice, particularly in Planning Management, that includes:  
- Exercising sound planning judgements  
- Processing of planning applications including assessment of policy, review of consultation responses and preparation of committee reports.  
- Preparation of proofs of evidence and appearing as an expert witness at public inquiries  
- Providing pre application planning advice and handling planning enquiries.  
Advising on major development proposals  
Securing funding including negotiating Section 106 agreements.  
- Experience of policy formulation and plan preparation  
Experience of area based regeneration.  
Experience of partnership working with stakeholders such as local community groups, developers, government agencies, Members and MPs. | AF/I/T/P |
Knowledge and experience of the implementation of capital projects and the implementation of CPO’s

Experience of public participation including different techniques with a range of stakeholders.

Experience of project management and monitoring.

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<tr>
<th>Skills &amp; Ability</th>
<th>Self-motivated team player able to deliver to agreed timescales and resources.</th>
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<td>Ability to communicate clearly with other professionals, elected Members and the public.</td>
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<td>Ability to prepare reports involving complex issues and options in a clear and concise manner.</td>
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<td>Ability to negotiate high quality outcomes through the development control process, in line with the City Council’s wider strategic objectives.</td>
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<td>Ability to present complex issues at public meeting/Council meetings</td>
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<td>Understanding of and ability to implement Equality Policies of the City Council</td>
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| Training                  | 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.