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:

**Senior Planning Officer**  
£25,951 - £32,486  
Permanent Positions  
Working 36.5 hours per week

The Senior Planning Officer is a flexible role working within one of the following functions; Planning Management or Development Planning. The role provides the opportunity to contribute to a range of initiatives including statutory and non-statutory frameworks and plans; the determination of a diverse portfolio of planning applications and appeals; and the implementation of projects and development schemes. You will need to hold a degree in Planning or a related discipline and as a preference be Eligible for Licentiate Membership of RTPI.

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

Ref: EC5072017

For informal enquiries regarding the Senior Planning Officer positions please contact– Doug Lee; Email: doug.lee@birmingham.gov.uk or Telephone: 0121 464 9858

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
Economy Directorate

Job Description

JOB TITLE: Senior Planning Officer  GRADE:  GR4

DIVISION:  Planning and Development

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE:  NO

1.0  JOB PURPOSE

1.1  To assist in the delivery of a full range of local planning and development work including:
   • The preparation, monitoring, review and implementation of statutory and non-statutory planning
     and regeneration frameworks and plans.
   • The provision of the Planning Management Service covering the planning applications, appeals
     and complaint processes.
   • The provision of information and advice to a wide range of stakeholders on planning and
     development matters.

2.0  DUTIES AND RESPONSIBILITIES

2.1  To provide support for 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 ensure that Planning Applications are dealt with in a professional and timely manner in line with agreed policies and procedures, including:
• 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.

2.5 To ensure that Planning Appeals are dealt with in a professional and timely manner in line with agreed policies and procedures, including:
• Preparation of Proof of Evidence.
• Attendance at Appeal Hearings or Inquiries as necessary.
• Preparation of written representations appeal statements.

2.6 To provide pre application advice to landowners and developers to encourage appropriate development and investment, including:
• 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.

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

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

3.1 SUPERVISING OFFICER JOB TITLE: Line management responsibility by a Development Planning Manager, Area Planning Manager or Planning Policy Manager based upon business need.

JOB NO:

3.2 LEVEL OF SUPERVISION - 1

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

Attendance at meetings and other activities that fall outside normal office hours will be required

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>
<td>Contact required in order to carry out the duties of the post.</td>
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<tr>
<td>Council Members</td>
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<tr>
<td>Other Constituency Planners</td>
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<td>Specialist Planning Groups</td>
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<td>Government Departments</td>
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<td>Professional Advisers</td>
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<td>General public either as individuals or in organisations</td>
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<td>Private Developers, Architects</td>
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<td>Officers of the Directorate and of other Council Departments</td>
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<tr>
<td>Regional and Local Partnerships</td>
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**Economy Directorate**  
**Person Specification**  

**JOB TITLE:** Senior Planning Officer  
**GRADE:** GR4  
**DIVISION:** Planning and Development

**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. | **Education & Qualifications**  
Degree in Planning or related discipline.  
Eligible for Licentiate Membership of RTPI is preferred. | AF     |
| **Experience**  
(Relevant work and other experience) | **Knowledge and Experience**  
Knowledge of the operation of the planning system, planning law and practice  
Experience of planning practice that includes: | AF/I   |
|                   | • Exercising sound planning judgements.  
• Processing of planning applications including assessment of policy, review of consultation responses and preparation of committee reports.  
• Assisting with pre application enquiries and discussions.  
• Assisting in the preparation of proofs of evidence and other statements for presentation at public inquiries  
• Knowledge of policy formulation and plan preparation  
• Understanding of financial viability and the development process.  
• Implementation of other statutory procedures e.g. CPOs.  
• Securing funding including negotiating s106 agreements. | AF/I   |
<p>|                   | Undertaking public participation including different |        |</p>
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<tr>
<th>Skills &amp; Ability</th>
<th>Skills and Abilities</th>
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<td>e.g. written communication skills, dealing with the public etc.</td>
<td>Ability to work with and gain the co-operation of a wide range of people and organisations.</td>
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<td>Effective communication skills and the ability to communicate issues in Writing and verbally.</td>
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<td>Ability to manage own workload, deal with conflicting demands and deadlines.</td>
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<td>Ability to identify problems and find solutions</td>
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<td>Ability to use computerised systems including GIS</td>
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<td>Understanding of and ability to implement corporate policies including Equalities of the City Council</td>
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<td>Training</td>
<td>Training &amp; Development</td>
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<td>Demonstrate the commitment to and record of continuous professional development.</td>
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<td>Other</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.