**Job Description**

**Job title: Senior Strategic Planner**

**Grade: 8/9**

**Post number: GLA2496**

**Directorate: Development, Enterprise & Environment**

**Unit: Planning**

**Job Purpose**

1. To adopt a flexible way of working which supports the delivery of the broad range of the Authority’s statutory planning responsibilities for London.

2. To provide expert advice on, and research into, current and emerging strategic planning matters, spatial development trends and issues facing London.

1. To provide spatial planning advice to senior GLA group staff on development management, Local Development Documents and other mayoral concerns, including those arising from the proposals of other organizations and local planning authorities.
2. Contribute to the production of London Plan, SPGs, Opportunity Areas, related planning frameworks (OAPFs) and development infrastructure and funding assessments (DIFS) that interpret strategic and local policy and guide area based development and growth areas.
3. Process large scale applications for developments of potential strategic importance (PSI) referred to the Mayor and engage with London boroughs, landowners and applicants.

**Principal Accountabilities**

1. Either lead or contribute to: -
2. spatial strategies: development, monitoring and review of the Mayor's strategies, especially the spatial and economic development, housing and transport strategies and environment impact assessments;
3. process strategic planning application referrals and negotiate Section 106 agreements;
4. conformity monitoring and advice on borough development plan documents, local plans and associated local plan-making statutory and supplementary planning documents;
5. Lead on or contribute to the production of Opportunity Area Planning Frameworks;
6. Briefings and reports for the Mayor, Assembly and other organisations on planning and spatial development issues.
7. Lead or contribute to the initiation, design, management and completion of relevant policy development projects and research.
8. Lead or contribute to advice on planning briefs, development proposals and the plans and strategies of other agencies especially Local Development Documents and the development plans of authorities outside London.
9. Lead or contribute to coordination, liaison and engagement processes necessary to address spatial development and planning issues.
10. Prepare responses on behalf of the GLA to complex issues raised by the public and diverse agencies.
11. Liaise and work with GLA group staff and external organisations including boroughs, partnerships, consultancies, academic and voluntary agencies to address the Mayor’s planning and spatial development concerns.
12. Lead on or contribute to representation of the Mayor’s planning and development policies, concerns and objectives to examinations in public or representation hearings, including those into Local Development Documents, commissions and public inquiries.
13. Realise the benefits of London’s diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London’s communities.
14. Manage staff and resources allocated to the job in accordance with the Authority’s policies and Code of Ethics and Standards
15. Realise the benefits of a flexible approach to work and participate in multi-disciplinary, cross-department and cross-organisational groups and project teams.

**Key contacts:**

|  |  |
| --- | --- |
| Accountable to: | Strategic Planning Manager; Principal Strategic Planner or as delegated |
| Accountable for:  | Staff and resources allocated to the job |
| Principal contacts: | Assembly Members and their staff, Mayoral advisers, senior managers, functional bodies, external consultants, and other clients as directed. |

**PERSON SPECIFICATION**

**Technical requirements**

1. Qualification in planning and relevant professional experience as a senior planner within a similar organisation or business environment;

2. Demonstrable knowledge and understanding of national, regional and London strategic planning and development issues and trends;

3. Technical knowledge at senior level of at least three of the specialisms set out below as well as a broad appreciation of the bearing of these on other strategic policy areas: -

* 1. Strategic spatial planning and urban land use policy;
	2. Strategic infrastructure planning and funding mechanisms including Section 106 planning obligations, Community Infrastructure Levy (CIL) and/or other funding approaches;
	3. Urban design and heritage, London views management framework, including townscape and visual assessment;
	4. Local Plan and development plan document related policy development and monitoring, including supplementary planning documents and guidance;
	5. Development management experience and ability to process and negotiate strategic planning applications or related development.
	6. Project management experience and skills at producing timely and effective development briefs or related frameworks, development infrastructure assessments, Opportunity Area Planning Frameworks or growth

**Behavioural Competencies**

**BUILDING AND MANAGING RELATIONSHIPS**

… is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

Level 2 indicators of effective performance

* Develops new professional relationships
* Understands the needs of others, the constraints they face and the levers to their engagement
* Understands differences, anticipates areas of conflict and takes action
* Fosters an environment where others feel respected
* Identifies opportunities for joint working to minimise duplication and deliver shared goals

**COMMUNICATING AND INFLUENCING**

… is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.

Level 2 indicators of effective performance

* Communicates openly and inclusively with internal and external stakeholders
* Clearly articulates the key points of an argument, both in verbal and written communication
* Persuades others, using evidence based knowledge, modifying approach to deliver message effectively
* Challenges the views of others in an open and constructive way
* Presents a credible and positive image both internally and externally

**MANAGING AND DEVELOPING PERFORMANCE**

… is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA’s objectives and statutory obligations.

Level 2 indicators of effective performance

* Seeks opportunities to develop professional skills and knowledge and encourages team to do so.
* Ensures own and others’ workloads are realistic and achievable
* Provides staff with clear direction and objectives, ensuring they understand expectations
* Recognises achievements and provides constructive feedback and guidance
* Gives staff autonomy and confidence to perform well and to their potential

**PLANNING AND ORGANISING**

… is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 2 indicators of effective performance

* Prioritises work in line with key team or project deliverables
* Makes contingency plans to account for changing work priorities, deadlines and milestones
* Identifies and consults with sponsors or stakeholders in planning work
* Pays close attention to detail, ensuring team’s work is delivered to a high standard
* Negotiates realistic timescales for work delivery, ensuring team deliverables can be met

**PROBLEM SOLVING**

… is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.

Level 2 indicators of effective performance

* Processes and distils a variety of information to understand a problem fully
* Proposes options for solutions to presented problems
* Builds on the ideas of others to encourage creative problem solving
* Thinks laterally about own work, considering different ways to approach problems
* Seeks the opinions and experiences of others to understand different approaches to problem solving

**RESEARCH AND ANALYSIS**

… is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits.

Level 2 indicators of effective performance

* Proactively seeks new information sources to progress research agendas and address gaps in knowledge
* Grasps limitations of or assumptions behind data sources, disregarding those that lack quality
* Analyses and integrates qualitative and quantitative data to find new insights
* Translates research outcomes into concise, meaningful reports
* Identifies relevant and practical research questions for the future

**RESPONDING TO PRESSURE AND CHANGE**

… is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.

Level 2 indicators of effective performance

* Maintains a focus on key priorities and deliverables, staying resilient in the face of pressure
* Anticipates and adapts flexibly to changing requirements
* Uses challenges as an opportunity to learn and improve
* Participates fully and encourages others to engage in change initiatives
* Manages team’s well-being, supporting them to cope with pressure and change Reasonable adjustment

**Reasonable adjustment**

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.