**Job description**

**Job title: Senior Strategic Planner – Viability**

**Grade: 8**

**Directorate: Development, Enterprise & Environment**

**Unit: Planning**

**Job purpose**

To support the Strategic Planning Manager, Viability Expert and Principal Strategic Planner in providing expert advice on viability and S106 agreements to support the Mayor’s statutory duties making decisions on referable applications and related policy and guidance.

To contribute to the GLA strategic planning function to achieve the objectives of the GLA and to deputise where necessary for the Strategic Planning Manager and Principal Strategic Planner - Viability.

**Principal accountabilities**

1. Implement the Mayor’s objectives through the London Plan and the Affordable Housing and Viability SPG.
2. Carry out detailed scrutiny of viability information produced to support applications referred to the Mayor working closely with strategic planners and provide robust advice on this issue to inform decision making.
3. Oversee / contribute to area wide viability assessments, and to the development and implementation of the London Plan, related supplementary planning guidance, other Mayor’s strategies, masterplans and planning frameworks for strategic development sites.
4. Provide, and where necessary procure viability advice and support to the Planning Unit, senior managers and boroughs to enable delivery of the Mayor’s objectives and boost expertise on affordable housing and viability.
5. Provide advice and contribute to representations on affordable housing, viability, S106 and related aspects of national and local planning documents, frameworks and guidance.
6. Represent the interests of the Mayor and lead on negotiations on the implementation of strategic planning policies and initiate, participate in, and co-ordinate working relationships with functional bodies, landowners, statutory bodies and the wider public as appropriate, and at public consultation meetings. Represent the Mayor at appeals, inquiries and the Examinations in Public as required.
7. Undertake research and evidence gathering to inform the assessment of referable planning applications and planning policy and guidance.
8. Provide advice to other functions of the GLA and Mayoral organisations on affordable housing and viability to enable delivery of the Mayor’s objectives.
9. Maintain up-to-date awareness of legislative, technical and policy changes in planning and viability matters.
10. Understanding of, and commitment to, the role of the GLA in promoting equal opportunities in employment and service delivery, combatting discrimination and promoting the diverse needs of London’s communities.
11. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams.
12. Manage resources in accordance with the Authority’s policies and Code of Ethics and Standards.

**Key relationships**

**Accountable to:** Strategic Planning Manager - Viability – Planning Unit.

**Accountable for**: Resources allocated to the job; supporting the planning team in managing the viability related elements of planning referrals and take overs and viability related policy development work.

**Principle contacts:** The Deputy Mayor for Planning, Skills and Regeneration, the Deputy Mayor for Housing and Residential Development, Chief Planner, other service heads and staff, Assembly Members, functional bodies, key stakeholders, London Boroughs, external consultants.

**PERSON SPECIFICATION**

**Technical requirements/experience/qualifications**

1. Possession of either a degree in planning or surveying, or post graduate qualification with eligibility for Royal Town Planning Institute membership and/ or Royal Institute of Chartered Surveyor membership.
2. Post qualification experience in planning, S106 and viability assessments and related policy matters.
3. Thorough understanding of development appraisal techniques.
4. Experience of working on, or with, strategic planning applications.
5. Thorough understanding and working knowledge of planning issues, legislation and processes relevant to the job.
6. Experience or demonstrable ability to lead and manage the preparation of planning appeals, statements of case and proofs of evidence for planning inquiries.
7. Experience or demonstrable ability to work at high level in a complex political environment and to command confidence.

**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.

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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

**Decision Making**

… is forming sound, evidence-based judgements, making choices, assessing risks to delivery, and taking accountability for results.

Level 2 indicators of effective performance

* Takes decisions as necessary on the basis of the information available
* Makes decisions without unnecessarily referring to others
* Involves and consults internal and external stakeholders early in decisions that impact them
* Identifies potential barriers to decision making and initiates action to move a situation forward
* Demonstrates awareness of the GLA’s decision making processes and how to use them

**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

**Organisational Awareness**

… is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Level 2 indicators of effective performance

* Challenges unethical behaviour
* Uses understanding of the GLA’s complex partnership arrangements to deliver effectively
* Recognises how political changes and sensitivities impact on own and team’s work
* Is aware of the changing needs of Londoners, anticipating resulting changes for work agendas
* Follows the GLA’s position in the media and understands how it impacts on work

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.