**Job description**

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

**Grade: 10**

**Directorate: Development, Enterprise & Environment**

**Unit: Planning**

**Job purpose**

To provide 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 management of the overall strategic planning function to achieve the objectives of the GLA and to deputise where necessary for the Strategic Planning Manager and Viability Expert.

**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 and manage 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**: Staff and 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. Extensive post qualification experience in planning and viability negotiations 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 manage staff and resources and lead on complex projects.
7. Experience and demonstrable ability to lead and manage the preparation of planning appeals, statements of case and proofs of evidence for planning inquiries.
8. 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.

Level 3 indicators of effective performance

* Actively engages partners and encourages others to build relationships that support GLA objectives
* Understands and recognises the contributions that staff at all levels make to delivering priorities
* Proactively manages partner relationships, preventing or resolving any conflict
* Adapts style to work effectively with partners, building consensus, trust and respect
* Delivers objectives by bringing together diverse stakeholders to work effectively in partnership

**Stakeholder Focus**

 is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others expectations.

Level 3 indicators of effective performance

* Understands diverse stakeholder needs and tailors team deliverables accordingly
* Is a role model to others, encouraging them to think of Londoners first
* Manages stakeholder expectations, so they are high but realistic
* Removes barriers to understanding the needs of diverse stakeholders, including hard to reach groups
* Focuses own and teams efforts on delivering a quality and committed service

**Problem Solving**

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

Level 3 indicators of effective performance

* Clarifies ambiguous problems, questioning assumptions to reach a fuller understanding
* Actively challenges the status quo to find new ways of doing things, looking for good practice
* Seeks and incorporates diverse perspectives to help produce workable strategies to address compel issues
* Initiates consultation on opportunities to improve work processes
* Supports the organisation to implement innovative suggestions

**Strategic Thinking**

is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.

Level 3 indicators of effective performance

* Translates GLA vision and strategy into practical and tangible plans for own team or delivery partners
* Consistently takes account of the wider implications of teams actions for the GLA
* Encourages self and others to think about organisations long term potential
* Informs strategy development by identifying gaps in current delivery or evidence
* Takes account of a wide range of public and partner needs to inform teams work

**Organisational Awareness**

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

Level 3 indicators of effective performance

* Uses understanding of differences between the GLA and its partners to improve working relationships
* Helps others understand the GLA and the compel environment in which it operates
* Translates changing political agendas into tangible actions
* Considers the diverse needs of Londoners in formulating GLA objectives
* Helps others understand how the media and eternal perceptions of the GLA influence work

**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 3 indicators of effective performance

* Motivates and inspires others to perform to their best, recognising and valuing their work and encouraging them to learn and reflect
* Sets clear direction and expectations and enables others to interpret competing priorities
* Agrees and monitors challenging, achievable performance objectives in line with GLA priorities
* Manages performance issues effectively to avoid adverse impact on team morale and performance

**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 3 indicators of effective performance

* Monitors allocation of resources, anticipating changing requirements that may impact work delivery
* Ensures evaluation processes are in place to measure project benefits
* Gains buy-in and commitment to project delivery from diverse stakeholders
* Implements quality measures to ensure directorate output is of a high standard
* Translates political vision into action plans and deliverables

**Responsible Use of Resources**

 is taking personal responsibility for using and managing resources effectively, efficiently and sustainably.

Level 3 indicators of effective performance

* Allocates financial and people resources efficiently to maximise value for team and wider organisation
* Thinks in terms of maximum efficiency when planning resource allocation
* Implements good practice on efficient use of resources
* Monitors financial performance and efficiency of own team, ensuring delivery of work within budget
* Negotiates and manages contracts responsibly across a diverse supplier base

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.