

## Job Description

<b>Job Title:</b>	Senior Planning Officer – Development Management		
<b>Grade:</b>	8	<b>Post No:</b>	002971
<b>Directorate:</b>	Planning		

### Job Purpose

Work as part of a team to deliver the Corporation's Development Management function.

### Principal accountabilities

1. Support the Head of Development Management and Principal Planning Officers on a range of major and/or complex planning applications, ensuring that they are dealt with in accordance with agreed performance targets.
2. Manage own caseload of planning applications and pre-applications proposals and provide support for sub-sections of major planning applications, as delegated by the Head of Planning Development.
3. Respond to enquiries from the public about the corporation's processes and timelines for considering planning applications.
4. Draft briefings, reports and presentations for internal and external audiences on behalf of the Head of Development Management.
5. Prepare written reports for decision both under delegated authority and by the Planning Committee
6. Contribute to the work of the Planning Directorate in its determination of, enforcement cases and the discharge of conditions, ensuring that policy and legal advice is duly considered and proposals and submissions are signed off at the appropriate level.
7. Support senior officers in the preparation of evidence for Examinations, Public Inquiries, informal hearings and appeals including those dealt with by written representations.
8. Develop professional relationships with external stakeholders and applicants and participate as directed in negotiations and other communications as directed by the Head of Development Management.

9. Work across professional boundaries and OPDC directorates to contribute to the development of non-planning strategy and the wider success of the Corporation.
10. Build and maintain relationships with internal and external contacts, to represent the Planning Development function, and the wider Corporation's objectives in a positive, professional and engaging way.

**Key contacts:**

<b>Accountable to:</b>	Head of Development Management / Principal Planning Officers may oversee the work of Senior Planners, following a matrix management approach.
<b>Accountable for:</b>	Resources allocated to the job

**Technical Requirements**

1. Appropriate planning qualification and eligibility for membership of the RTPi together with a record of continuing professional development.
2. Demonstrable experience of managing own caseload of planning applications, pre-applications and the discharge of planning conditions
3. Good understanding of the working environment of a local planning authority
4. An understanding of the local, regional and national planning policy context and legislative framework

**Behavioural Competencies**

**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

**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

**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

**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

**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

### **Organisational Awareness**

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

#### Level 1 indicators of effective performance

- Understands the structure and statutory responsibilities of the OPDC
- Understands how own role and work contributes to team and organisational objectives
- Understands the role of the GLA, the Mayor and the Assembly in relation to Londoners
- Is sensitive to the culture and political context of the OPDC and uses it to work effectively
- Treats OPDC information as sensitive and confidential

### **Responding to Pressure & 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