

Job Description			
Job Title:	Senior Planning Officer		
Grade:	8	Post No:	
Directorate:	Planning		
Job Purpose			
<p>Work as part of a team to deliver the Corporation's statutory duties and planning functions with regards the preparation and the delivery of planning policy including the Local Plan, supplementary planning documents, associated evidence base and non-statutory strategies.</p>			
Principal accountabilities			
<ol style="list-style-type: none"> 1. Support the Head of Planning Policy and Principal Planning Officer on strategy and planning policy work, including infrastructure planning, masterplanning and mapping alongside taking responsibility for the production of statutory and non-statutory planning documents, as directed. 2. Manage own caseload of policy and strategy development work, carry out research and evidence base development for a variety of topics as part of the work on the preparation of planning policy and infrastructure planning documents. 3. Contribute to the preparation of briefings for senior staff of the Corporation, the Planning Committee and external organisations on planning, infrastructure policy and strategy. 4. Support, and as delegated lead the process for public consultation and engagement, working closely with relevant directorates across the Corporation to ensure a joined-up approach to community engagement. 5. Contribute to representation of the Corporation's planning policies, at Examinations in Public, including the future Local Plan review. 6. Provide policy and strategy advice to the Development Management team on planning applications. 7. Work across professional boundaries and OPDC directorates to contribute to the development of non-planning strategy and the wider success of the Corporation. 			

8. Build and maintain relationships with internal and external contacts, to represent the Planning Policy function, and the wider Corporation's objectives in a positive, professional and engaging way.

9. 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.

Key contacts:

Accountable to:	Principal Planning Officer. Other Principal Planning Officers may oversee the work of Senior Planners, following a matrix management approach.
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Accountable for:	Resources allocated to the job
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Technical Requirements

1. Appropriate planning qualification and eligibility for membership of the RTPi together with a record of continuing professional development.
2. Experience of preparing and implementing planning and/or infrastructure related policy in a relevant organisation or environment.
3. Good understanding of the working environment of a local planning authority
4. Good 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 knowledge
- Grasps limitations of or assumptions behind data sources, disregarding those that limit
- 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 GLA and shaping our approach accordingly.

Level 1 indicators of effective performance

- Understands the structure and statutory responsibilities of the GLA
- 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 London
- Is sensitive to the culture and political context of the GLA and uses it to work effectively
- Treats GLA 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