

Role Profile

Job Title:	Principal Planning Officer (DM)
Location:	Colindale / Hybrid
Department:	Planning and Building Control
Directorate:	Growth
Grade:	K
Type of Working:	Hybrid
Reports to:	Planning Manager or Deputy Planning Manager

1. Job Purpose:

Principal Planning Officers are responsible for a caseload of complex and varied projects in the Development Management team. They provide support and mentoring for junior staff across the service and are involved in project work across the wider Council.

Principal Planning Officers act as leads on the project to support that Council's vision and to contribute to the delivery of an efficient and effective Planning service, including engagement with developers and other key bodies in the delivery of quality developments and robust planning decisions.

The role is hybrid, attendance at the office is required for fixed days each week. There may be times when it is expected for the post holder to travel outside of the Borough to deliver services on behalf of Barnet.

2. Key accountabilities:

- To contribute towards the implementation of a working culture that is result-orientated, customer-focused and an ethos of 'right first time' service delivery.
- To undertake all duties with minimal supervision.
- To take a lead in providing high quality planning services to applicants, residents and stakeholders, meeting evolving delivery priorities, issues and challenges
- To lead on all types of Development Management projects tasks as necessary including pre-applications, applications, appeal work and support for policy work. In particular to deal with the most significant and complex major or complex developments. To lead on appeal work at Hearing, Public Examinations / Inquiries.
- To prepare and present written or oral reports and briefings to Members, Cabinet, Planning Committees, Members' Forum and other bodies, and to attend and lead meetings with Members as necessary, and to support the preparation and management of agendas and

meetings as required by the Director of Planning and Building Control or Head of Development Management

- To make high quality planning assessments drawn from a spatial policy basis having regard to the Local Plan, Regional Plans and the NPPF.
- To liaise with a wide range of public and private bodies in order to provide the planning input to projects securing the redevelopment or improvement of land in the Borough.
- To act as mentor, role model and provide support to more junior planning officers and other staff within the wider service
- Contribute to a service wide programme of training and professional development.
- Contribute to the service digitalisation programme.
- Any other duties commensurate to the role and grade.
- Reports directly to the Planning Manager or Deputy Planning Manager

3. Financial Responsibilities:

Keep accurate records of time spent on PPA's and ensure invoices are raised to recharge.

4. Health and Safety Responsibilities (choose one option):

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements;
- Complete mandatory health and safety training;
- Follow safe systems of work and use devices/guards provided for safety;
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices;
- Report any Accident/Incidents/Hazards;
- Take care of your own and other's safety, health, and wellbeing.

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / **L**earning to Improve / **I**nclusive / **C**ollaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Planning or environmentally based degree	Essential	Application
Member of the RTPI	Desirable	Application
Experience & Knowledge		
Exceptional knowledge of the Town Planning System and an understanding of a wide range of areas of public sector policy relating to town planning	Essential	Application/Interview
Competent and confident to lead negotiations with stakeholders and communicate clear advice on proposals	Essential	Application/Interview
Knowledge of the provision of administrative processes relating to planning applications	Essential	Application/Interview
In depth knowledge of the legislative requirements associated with planning	Essential	Application/Interview
Experience of presenting complex planning applications to Committees or a Public Forum	Essential	Application/Interview
Experience at Hearings and/or Public Inquiries	Desirable	Application/Interview
Skill & Ability		
Ability to successfully work under pressure and meet deadlines, performance targets and produce regular consistent output of work	Essential	Application/Interview

Excellent verbal, written communication and presentation skills and ability to prepare clear and concise reports, briefings and correspondence	Essential	Application/Interview
Excellent negotiation skills	Essential	Application/Interview
Excellent IT skills	Essential	Application/Interview
Experience of staff mentoring and understanding of general staff development principles	Essential	Application/Interview
Awareness of commercial matters affecting a planning service and pressures on budgets	Desirable	Application/Interview
Ability to keep accurate records, ensuring procedures for data storage are adhered to	Essential	Application/Interview
Special Job Requirements		
Driving licence	Desirable	Application
Available to work out of hours when required	Essential	Application
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview
Inclusive		

Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview