



HILLINGDON

LONDON

Job Profile

JOB TITLE:	Principal Planning Policy Officer
GRADE:	POC
POST NO:	28554
JOB TIER:	5
DBS CHECK:	Not required
DIRECTORATE:	Place
SERVICE:	Planning And Sustainable Growth

REPORTING STRUCTURE

Reports to:	Planning Policy Team Leader
Direct Reports:	None
Indirect Reports:	Up to 2 Planning Policy Officers and Planning Apprentices

ROLE PURPOSE:

Be responsible for the preparation, examination, adoption, monitoring and review of Local Plan documents and other planning policy and associated documents for the borough and will be expected to initiate and implement a range of planning projects on behalf of the Council.

Be responsible for the preparation of Cabinet reports as directed by the Planning Policy Team Leader; will represent the Council as necessary at meetings with Councillors and the public and at meetings with other local authorities and planning organisations

Lead on the preparation of the Council's case and represent it at appeal hearings on major developments as required.

Manage external consultants engaged to assist with the preparation of evidence base studies necessary for preparation of the Local Plan and supporting documents.

Support the Council's economic development function by participating in cross service discussions related to regeneration of major development sites.

Respond to planning policy enquiries from Councillors and customers.

Work with key strategic partners of the Council (such as partner boroughs in the West London Alliance or the Greater London Authority) and Members on the co-ordination and delivery of local and strategic planning policies.

Job Description

1. Resident & Community Contribution

- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.

2. People Management

- No direct supervisory responsibility; however, may be required to supervise work of colleagues in the Planning Policy Team and other Council colleagues on individual project work and to assist with the induction and training of peers and new employees.

3. Operational Service Delivery

- Take a lead role in the preparation of policies, plans and proposals, including reasoned justifications, diagrams and other illustrative matter as appropriate, in relation to the preparation of the Hillingdon Local Plan and its review, supplementary planning guidance and other environmental plans and projects.
- Take a lead role in progressing statutory plans, including single alterations to a plan, through the necessary procedures and stages specified in legislation and accompanying regulations, including measures to secure effective public participation in their preparation, alteration and review.
- Prepare and give expert advice, written and oral, to Council Committees or Members, public inquiries, courts of law, other organisations, other Council staff, public meetings or individual members of the public. Written advice may take the form of reports, planning briefs, letters, memoranda, public leaflets,

proofs of evidence, amongst others. Oral advice may include telephone or in person, public meetings, committee presentations, exhibitions and public inquiries.

- Set up and maintain appropriate systems and practices to monitor the continuing relevance and effectiveness of plans and policies, and for updating and reviewing those plans and policies, including the preparation of monitoring reports. Keep information for the Council's annual Authority Monitoring Report and other annual reports up-to-date, including the Housing Land Supply.
- Formulate the Borough's views on and input to the preparation and review of national, regional and London-wide strategic planning guidance and assess the implications of policies, plans and proposals put forward by other bodies, and prepare appropriate responses on behalf of the Council.
- Liaise with officers in the planning and other Council services, and with other Local Authorities and outside bodies as appropriate, to secure the integration of their work with that of the Planning Policy Team.
- Advise Development Management managers and officers, and where appropriate other Council services, on planning policies and issues relevant to their areas of work, including planning applications for major development projects and planning appeals.
- Prepare and present reports to Cabinet and Cabinet Portfolio members in relation to the above duties, and attend such meetings of the Council's Cabinet and other committees as required.
- Represent the Council at public meetings and meetings of other organisations as may be required in connection with the duties of the post.
- Represent the Council at the meetings of sub-regional and London-wide bodies, including the Greater London Authority, London Councils and the Association of London Borough Planning Officers.
- Lead or participate in any related project teams which may from time to time be set up and take responsibility for leading the teams' work in specific policy areas.

4. Service Planning & Development

- Maintain knowledge of the current Team Plan and understanding of own contribution in order to ensure delivery of this plan.

5. Financial & Resource Management

- Demonstrate cost-consciousness and identify any cost effective changes to own way of working.

- Assist the Planning Policy Team Leader in the procurement of, and to supervise consultancy support for Local Plan and related projects.

6. Service Improvement

- Identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.

7. Contacts

- External: Developers and their professional agents; Housing Associations; Greater London Authority; Secretary of State; London Councils; Association of London Borough Planning Officers; Department for Communities & Local Government; Environment Agency; Transport for London; other London Boroughs; West London Alliance; County and District Councils outside London; members of the public.
- Internal: Council Members from the Cabinet and Planning Committees; Service Areas (especially Housing, Education, Highways; Property, Legal, Finance, Green Spaces, Policy, Audit).

8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.

9. Key Performance Indicators

- Successful preparation, monitoring and review of Local Plan documents and other planning and associated documents for the borough, including the annual Authority Monitoring Report.
- Initiation and implementation of a range of planning projects.
- Successfully communicating clear and sound planning policy analysis and advice.
- Maintenance of up to date knowledge of relevant national and London region planning policies, guidance and advice.

Person Specification

This person specification will be used for recruitment to this vacancy in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL ✓	DESIRABLE ✓
RTPI recognised planning degree or equivalent	✓	
Eligibility for RTPI membership or equivalent.	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL ✓	DESIRABLE ✓
Ability to work flexibly to meet the needs of the service which will include attendance at Council meetings and meetings with the Public outside normal working hours.	✓	
Hold a current UK Driver's Licence		✓
3. EXPERIENCE	ESSENTIAL ✓	DESIRABLE ✓
Appropriate professional experience in a relevant policy or plan making field (recent UK policy planning experience is essential).	✓	
Experience of planning and managing a mixed and varied workload of conflicting priorities, whilst responding effectively to the needs of customers.	✓	
Experience of report writing and communications for a variety of audiences, demonstrating a high level of numeracy and literacy, and applying expert knowledge.	✓	
Experience of community consultation and/or partnership working.	✓	
4. KNOWLEDGE & SKILLS	ESSENTIAL ✓	DESIRABLE ✓
Detailed knowledge of UK Town Planning legislation and of adopted national, regional and other planning policy guidance within a London context.	✓	
Expertise in a policy area such as town centre, employment, housing, transport, open spaces and recreation, built environment and urban design.	✓	
Demonstrable ability to negotiate in complex planning discussions.	✓	
Have proven report writing, survey, analysis and presentation skills to produce and collate accurate information and high quality reports.	✓	
Able to establish and maintain constructive and open relationships with a wide range of service providers, achieving positive shared Outcomes.	✓	
Proven ability to chair meetings.		✓
Ability to use a variety of ICT packages including service specific software	✓	
Ability to build and maintain effective relationships with elected Members	✓	

Our values

Respect

We appreciate what makes us different and include everyone.

- We recognise that we all have unique talents, skills and experiences.
- We provide a professional service to our residents and colleagues and lead by example.
- We celebrate diversity and ensure our working practices are inclusive.

Collaborative

We believe in the power of working together.

- We work collaboratively as one council.
- We promote creativity and innovation to improve outcomes for all.
- We recognise the strength of sharing knowledge and experience.

Efficient

We deliver the best possible outcome by carefully managing our resources.

- We are empowered to deliver the most efficient outcome.
- We harness new technology and tools to deliver our services efficiently.
- We look after our finances and maximise value for money for residents.

Integrity

There is no gap between what we say and do.

- We choose what is right over what is easy.
- We trust and support each other to get the job done.
- We are responsible and accountable for our actions, both good and bad.

Open and honest

We are transparent in the actions and decisions we take.

- We provide a safe space to have truthful discussions in a positive way.
- We encourage constructive feedback without fear of judgement.

Appendix 1

Planning Policy Team Structure



