

JOB DESCRIPTION

POST TITLE:	Principal Forward Planning Officer
POST NUMBER:	PF04
GRADE:	I
RESPONSIBLE TO:	Forward Planning Team Leader
RESPONSIBLE FOR:	Overseeing the workload of the Officers on lower grades
LIAISON WITH:	Other officers, elected members, the public, technical and professional consultees, consultants, statutory agencies, parish and town councils, landowners and their agents, developers and government planning inspectors

KEY CORPORATE ACCOUNTABILITIES:

1. To produce Local Development Documents
2. To ensure that the LDF informs and aligns with Mid Devon's corporate and community plans
3. Create opportunities for the attraction of economic investment
4. Produce policies and proposals for affordable housing, economic development and town centres to deliver corporate plan pledges
5. To advance the delivery of sustainable development

KEY SERVICE ACCOUNTABILITIES:

1. Prepare and where appropriate programme and supervise the Local Development Framework (LDF) or its successors, comprising:
 - The Local Development Scheme (LDS) to timetable the preparation of the LDF and to monitor and review
 - Compliance of LDF documents with the Statement of Community Involvement (SCI), and the review of that document
 - Development Plan Documents (DPDs) to allocate land for development and provide policies to guide the determination of planning applications
 - Compliance of emerging policies with the Adopted Core Strategy, and the monitoring and review of that document
 - Topic and site-specific Supplementary Planning Documents
 - Preparation of Sustainability Appraisals/Strategic Environmental Assessments to support the documents that comprise the LDF
2. Project-manage, supervise and produce evidence in support of the LDF, including research, analysis, stakeholder consultation and formulation of policies and proposals. When external expertise is required, prepare briefs, commission and oversee consultants, according to principles of best value.
3. Oversee the work of officers on lower grades within the team, providing supervision, training, feedback and mentoring.

4. Prepare evidence for and represent the Council at Examinations in Public.
5. Present reports and policy documents to the Planning Committee or Cabinet, elected members, Parish Councils, interest groups or relevant organisations, providing clarity or justification as required
6. Organise and carry out public consultation in accordance with the adopted SCI and the Regulations. Oversee the maintenance and development of the consultation database.
7. Ensure that the Annual Monitoring Report or its successor is prepared and updated on timetable.
8. Understand and critically assess the implications of emerging national policy, providing information and guidance to colleagues, elected members and other stakeholders as necessary.
9. Lead on the preparation of the Strategic Housing Land Availability Assessment and represent the Council on such joint work in the Exeter Housing Market Area with other Districts.
10. Advise the Development Management team and other colleagues on planning policy matters and give evidence at appeal when necessary.
11. Provide consultation responses to the Development Management team, neighbouring authorities and other organisations.
12. Work with stakeholders and other local authorities such as Devon County Council, on studies, policies and other matters of joint interest, including strategic national and regional planning issues. Negotiate with landowners and developers as appropriate.
13. Lead on the updating, monitoring and review of green infrastructure mapping and delivery in the District.
14. Engage in other relevant policy matters and schemes such as recreation, transport, landscape, conservation and climate change.

OTHER DUTIES:

In order to deliver services effectively, a degree of flexibility is needed and the postholder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

HEALTH AND SAFETY:

The Council has a health and safety policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

DATA PROTECTION:

It is the responsibility of the Postholder to ensure the section's compliance with the requirements of the Data Protection legislation.

EQUAL OPPORTUNITIES:

The Council is committed to providing equality of opportunity, and has an Equal Opportunities Policy, which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Policy.

SAFEGUARDING CHILDREN AND ADULTS AT RISK:

The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

When considering the duties of this role as part of the most recent Job Evaluation (JE), a decision was reached using the [government DBS Tool](#) that this role is required to hold a Basic DBS level check. The basis on which this form of DBS is renewed is explained further within our DBS policy.

MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications and Experience:	<ul style="list-style-type: none"> • Licentiate or Chartered Membership of the Royal Town Planning Institute • Significant postgraduate planning experience • Experience of Development Plan or LDF preparation 	<ul style="list-style-type: none"> • Public Inquiry or Examination experience • Experience of Corporate Planning and Council priorities • Experience in a supervisory role
Knowledge and Expertise:	<ul style="list-style-type: none"> • Knowledge of planning legislation, specifically the Planning & Compulsory Purchase Act 2004, the Planning Act 2008, associated Regulations, and Localism. • Detailed knowledge of national planning policy. 	<ul style="list-style-type: none"> • Preparation of Sustainability Appraisals/Strategic Environmental Assessment • Experience of Strategic Housing Land Availability Assessments
Skills:	<ul style="list-style-type: none"> • Excellent communication, negotiation and interpersonal skills. • Ability to analyse complex information and provide clear and concise planning policy and proposals for the long term • Computer literate and proficient in the use of MS Office systems 	<ul style="list-style-type: none"> • Numeracy and statistics. • Ability to develop and modify MS Access databases • Project management • Some experience with GIS and CAPS computer systems
Personal Attributes:	<ul style="list-style-type: none"> • Ability to prioritise, focus on tasks, work to competing deadlines and make decisions. • Accuracy, reliability and patience. • Customer focus • Ability to use own initiative and work independently. • Committed to equality of opportunity and understanding of diversity issues 	<ul style="list-style-type: none"> • Personality and assurance to deal with difficult situations
Special Requirements:	<ul style="list-style-type: none"> • Ability to travel extensively around the Mid Devon area • Some flexibility to working hours, with some evening and occasional weekend working. 	

Post Ref:
Date: November 2011