



Job Title:	Principal Planner (Development Management)
Service Area:	Planning, Building Control and Coastal Management
Team:	Development Management
Salary:	Band 10 (SCP 43 to 47)

Job Description

Main Purpose of Job:

To manage a team of planning professionals to support the delivery of the development management and planning enforcement service within East Suffolk.

The post holder will be required to work proactively and professionally with all customers to provide a high-quality development management experience within East Suffolk. With a focus on collaborative engagement with applicants and communities, strive for high quality planning outcomes.

To manage and assess planning applications and pre-application submissions in accordance with planning law, national and local policy and guidance. To be a lead contributor in the Planning Referral and Committee process, forging strong working relations with elected members.

To uphold the decisions of the Council on planning applications through the appeal process.

To work with the Planning Management Team to support projects to improve the delivery of the planning service including the mentoring and training of other team members.

Our Values:

You will be expected to work in line with our values which are:

Proud - Believing in who we are, what we do and where we live
Dynamic - Transforming the future with you in mind
Truthful - Honest and clear in all we do
Good Value - Delivering outstanding services, smartly & economically
United - Whoever we work with, we work as one team



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Key Responsibilities:

1. To lead, manage and motivate a team of planning professionals in the delivery of the Development Management and planning enforcement service within East Suffolk.
2. Direct line management of the team including recruitment, development, facilitation of CPD, performance management and support.
3. To carry out one to ones and staff appraisals for members of the team.
4. To monitor and manage the performance of individual members of the team and the team as a whole in order to meet agreed targets or where performance issues arise.
5. To work in a highly collaborative manner with other Principal Planners, the Planning Manager and Head of Planning to determine and implement the priorities and objectives for the team.
6. Ensure appropriate work allocation to team members to ensure targets are to be met and to ensure determinations on planning applications are carried out effectively to meet agreed targets.
7. To provide direction and support to the team on the effective implementation of constantly changing legislation and promotion of public awareness, ensuring consistency of interpretation and application of regulations across the Planning teams.
8. To authorise the determination of all planning application and pre-applications (and associated consents) within East Suffolk to meet agreed targets as allowed under the Council's Scheme of Delegation on behalf of the Head of Planning and Coastal Management.
9. Carry out necessary consultations and provide advice to all customers concerning development management matters, including planning enforcement.
10. In conjunction with the Planning Manager and other Principal Planners, deal with complaints and other customer feedback relating to service delivery within East Suffolk.
11. To help achieve the tasks and improvements contained in the Council's Service Plan and to continually review working practices and deliver improvements wherever possible and to assist in the development of ideas and plans to improve the service.



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12. To support the Planning Manager (Development Management) in delivering high quality service and performance and deliver continuous improvement. This includes helping to provide support to cover the absence of the Planning Manager (Development Management) and other Principal Planners when required.
13. To review the work of team colleagues as appropriate to ensure the quality of work is of the highest standard to protect the reputation of the Council.
14. Prepare recommendations on applications and enforcement cases as assigned in accordance with the relevant scheme of delegation for the approval of the Head of Service.
15. Prepare evidence and supporting information for appeals and, where required, attend inquiries and give evidence on behalf of the Council.
16. Where necessary, to prepare for and participate in court proceedings to secure compliance with planning legislation.
17. To undertake screening and scoping assessments for Environmental Impact Assessments as delegated by the Head of Planning, Building Control and Coastal Management.
18. Ensure that all communication from the team is to a high standard to uphold the reputation of the Council.
19. To review and agree Planning Referral reports, Committee reports and visual presentations for Committees to ensure that all material is to a high standard. To attend those meetings, including acting as Chair of the Referral Panel when required.
20. Attend the Planning Committee, and other Council Committees as necessary, and present details of the applications or other reports for decision as and when required for officers in the team and to support those officers with their own presentations and questioning (this may involve working evenings).
21. To support Member and other training initiatives in relation to the Planning Service. This includes being the primary point of contact for university study for Trainee/Assistant Planners and supporting their learning journey with any direct liaison with lecturers/course leaders.



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22. Negotiate with all interested parties concerning development management matters including planning enforcement.
23. Ensure that all pre-application advice provided is accurate and to a high standard meeting the requirements of the customer supporting team advancement of this service to ensure that the best value outcomes are achieved for the Council
24. Ensure that all files and enforcement records are kept up to date in accordance with agreed procedure.
25. To work collaboratively with other service areas, and council departments where appropriate and where required to provide Development Management input into the work undertaken by the Planning Policy and Improvement Team, specifically the production of Local Plans and other development plan documents.
26. To provide support to the major sites and infrastructure team as and when required.
27. To undertake such other duties as may reasonably be required compatible with and/or arising from those listed above.
28. To promote and adhere to the workplace values and Strategic Plan/Our Direction of our organisations.

Line Manager: Planning Manager (Development Management)

Responsible for : Senior Planners, Planners, Assistant Planners, Trainee Planners



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Political Restriction:

This post is politically restricted under the Local Government and Housing Act 1989 and postholders are prohibited from seeking public election, holding political office, writing or speaking publicly on matters of political controversy.

Note: This is a description of the job as it is constituted at **(November 2024)** but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of the Council to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is the Council's aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Council reserves the right to insist on changes to the Job Description after consultation with the postholder.



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Person Specification

	Essential	Desirable
Knowledge and Experience:	<ul style="list-style-type: none"> • Considerable post qualification experience in Development Management giving sound, up to date knowledge of the planning system and planning law • Experience of appeals in particular of giving evidence at public inquiries and informal hearings • Experience and knowledge of enforcement issues • Experience and knowledge of IT in relation to the Development Management service • Experience of leading on major planning applications • Experience of screening, scoping and consideration for Environmental Impact Assessments • Experience of successfully and effectively managing staff 	<ul style="list-style-type: none"> • Knowledge of Council procedures • Knowledge of Council services • Knowledge of Police and Criminal Evidence Act • Experience in managing in a customer focussed environment
Skills and Abilities:	<ul style="list-style-type: none"> • Strong analytical and problem-solving skills, with the ability to analyse a range of development proposals and to make sound recommendations • The ability to assist, train and motivate staff (leadership) • Strong communication and inter-personal skills and an ability to be assertive and 	



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	<p>collaborative with customers and communities.</p> <ul style="list-style-type: none"> • Clear and precise verbal and written skills, with the ability to listen to, and influence others • Ability to produce and review concise, well written reports • Ability to prepare witness statements for use in planning appeals and in Court • Ability to make effective oral presentations at public meetings (including committee meetings, public inquiries and hearings) • Confidence in negotiating and maintaining a strong presence • Ability to work independently and take initiative • Ability to use judgement, and adapt to situations with tact, sensitivity and discretion • Ability to prioritise work, to work effectively under pressure with constant deadlines and dealing with conflict • Ability to meet team/personal targets by effective management of own and team's workload • Computer literate with ability to use a range of computer packages 	
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	<ul style="list-style-type: none"> • Sensitive to the needs of extensive range of customers and able to deal with these in a professional and sympathetic manner. 	
Education and Training:	<ul style="list-style-type: none"> • A recognised qualification to degree level or equivalent in a related or relevant discipline • Full Chartered Membership of RTPI or at a stage of APC completion where it may be ready to submit within 6 months of commencement. 	
Other Requirements:	<ul style="list-style-type: none"> • A commitment to own development and to supporting training and development initiatives. • Promote a positive communication across the organisation, encourage constructive relationships and develop staff feedback methods • Must be mobile / have access to a car to attend business meetings at other sites / locations within the district as required • Flexible and willing to work outside of normal working hours as required • Capable of visiting premises/sites given normal/approved means of access 	



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	<ul style="list-style-type: none"> • Reasonable sensory abilities required to inspect plans, premises and sites 	
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