



## Job Description

**Post Title:** Principal Planning Officer  
**Service:** Planning  
**Grade:** 8  
**Responsible To:** Planning Policy Manager

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### Job Summary:

The postholder works in the Planning Policy team, working as the lead professional (including supervising the work of other staff) on a number of planning topics in planning policy formation, including commissioning and managing consultants, drafting planning policies, preparing relevant policy documents and representing the Council at Examination.

### Main Activities:

#### Planning Policy

1. In relation to planning policy formation, to be the lead professional in a number of land use topics, including supervising other staff or external consultants; to analyse information and data; to prepare reports, briefing notes studies and statements; to draft planning policies.
2. To attend and present reports to Members' Working Groups, Committees, Cabinet, Members' site inspections/site meetings and to other organisations.
3. To liaise with neighbourhood plan groups, adjoining and higher tier authorities, and other borough council services in relation to planning proposals and to develop planning policy and other cross-cutting strategies; to achieve multi-disciplinary action.
4. To support Development Management colleagues in pre-application discussions and the consideration of planning applications by providing relevant planning policy advice.
5. To liaise, negotiate and correspond, as appropriate, with Members, applicants, members of outside firms and organisations (including other Authorities and Statutory Undertakers), including Government Departments and the general public, on planning issues, in order to ensure compliance with Council objectives and policy.
6. As operationally required to mentor Planning Officers and Senior Planning Officers.
7. To assist the Head of Planning, Planning Policy manager, and other Principal Planning Officers in the shortlisting and interviewing of candidates for less experienced roles.
8. To write statements for submission to the Planning Inspectorate and to represent the Council as professional witness in connection with Hearing and Inquiry planning appeals and planning policy Examinations; to undertake appeal site visits; to brief legal Counsel.
9. To respond to requests made under the Freedom of Information Act and Environmental Information Regulations, and other legislation.
10. To undertake such other duties as may reasonably be required by the Head Planning Services and the Director of Finance, Policy and Development.
11. To assist the Head of Planning Services and the Director of Finance, Policy and Development in maintaining good internal and external relations and ensuring that Planning Services demonstrates care and respect for its customers, a responsiveness to their needs and an "open for business" approach.
12. To be aware of, and exercise, personal responsibility under the Health & Safety at Work Act and other related matters and to demonstrate appropriate behaviours as a role model for the Planning Service and the Council.

**NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with Service needs, some tasks may need to change and any changes will be made in consultation with the postholder.**