

# **LONDON BOROUGH OF LAMBETH**

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Planner (Policy)</b>
<b>Group:</b>	<b>Planning, Transport and Sustainability</b>
<b>Team:</b>	<b>Policy and Place Shaping</b>
<b>Grade:</b>	<b>SO2 – PO1</b>

### **Organisational Relationships**

**Responsible to:** Principal Planner (Information and Research)

**This is a career-graded post. The range of duties will remain essentially the same throughout the grades.**

**The key difference is that staff are considered on an annual basis for progression to the next grade. They will be required to demonstrate, through the appraisal process and/or testing, the additional skills gained through training and experience, be expected to take on work of a greater complexity and to work with a decreasing level of supervision.**

**The key tasks set out the level of policy work that the postholder can expect to be dealing with at each grade. An officer at SO2 level will be expected to carry out key tasks 1-13, at PO1 level key tasks 1-18**

### **Context and Key Purpose of Job**

To support the strategic planning and regeneration process by: assisting with the formulation, monitoring and review of the Council's planning policies and associated research; carrying out any necessary consultation work; providing advice and support on development management and regeneration matters; assisting with the support provided on neighbourhood planning; inputting into development projects; and assisting with responses to government and Mayoral consultations on planning matters.

### **Key Tasks for SO2 level**

1. To contribute to all policy review work, including the development and review of statutory planning policy, with a particular focus on reviewing policy, policy monitoring and collating and assessing planning information and data.
2. To contribute to all other types of planning policy work including

implementation initiatives, the formulation of the development plan policies, development of planning policy guidance, preparation of planning briefs and involvement in consultation activity.

3. To assist in providing advice to Development Management on policy and implementation issues related to the determination of planning applications.
4. To contribute to the co-ordination and organisation of effective community engagement in respect of the development and review of the Council's planning policies.
5. To manage the production of publications relating to policy and implementation issues identified by the Planning Policy Manager.
6. To assist in the formulation and development of systems to monitor and review the effectiveness of the Council's planning policies and assist in the production of information and monitoring reports and associated briefings.
7. To contribute to the preparation of policy guidance for development sites in the Borough and provide guidance and advice on the development of sites generally.
8. To maintain a current knowledge of relevant Government planning legislation, policy and guidance as well as good working practices and procedures.
9. To plan, programme and prioritise own work in order to meet deadlines, targets and timetables.
10. To make the most effective use of new and digital technology when carrying out the duties associated with the post.
11. To carry out any other similar or related duties that may be required from time to time.
12. At all times to carry out the post's responsibilities with due regard to the Council's policies regarding Equal Opportunities, Diversity, Health and Safety and Data Protection Acts and undergo any training as may be required in relation to these policies.
13. To attend meetings outside of normal office hours when required, as identified by the Planning Policy Manager.

#### **Additional Key Tasks for PO1 level**

14. To help ensure that there is effective liaison and co-ordination with other parts of the department, on matters such as neighbourhood planning, transport and sustainability, and with other departments as required on planning and other related matters.

15. To effectively contribute to the development of a strategic planning function, which promotes the Council's wider objectives for sustainable growth and opportunity and provides an integrated approach to policy, regeneration and development issues.
16. To assist in preparing statements and presenting evidence for public hearings, including planning appeals and the examination of Development Plan Documents
17. To attend meetings outside of normal office hours when required to present proposals/consultation initiatives to residents/businesses/other local interest groups, as identified by the Planning Policy Manager.
18. To assist in responding to consultations on national legislation and policy and regional policy and guidance.

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**SUSTAINABLE GROWTH AND OPPORTUNITY**

**COMPETENCY BASED PERSON SPECIFICATION**

**Designation:** Planner (Policy)

**Grade:** SO2-PO1

**Division:** Planning, Transport and Sustainability

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the one tick scheme, you will need to give evidence or examples of your proven experience in the areas marked with "one Tick" (✓) on the person specification when you complete the application form.</p>			<b>Shortlisting Criteria</b>
<p><b><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></b></p>			
<b>Qualification</b>	Q1	A degree level qualification in Town Planning or a related subject	A ✓
<b>Key Knowledge</b>	K1	Evidence of awareness of planning issues and processes	A ✓
<b>Relevant Experience</b>	E1	Experience of work relevant to the role	A ✓
	E2	Evidence of an interest in and ability to use IT to manipulate data. Experience in GIS is desirable but not essential	A ✓
		<b>Additional for PO1 grade</b>	
<b>Qualification</b>	Q2	Eligible for Membership of the Royal Town Planning Institute	
	K2	Thorough knowledge of relevant planning legislation, policies and guidance	A ✓
	E3	Experience of providing planning advice to development management officers and developers on planning issues / policy	A ✓

	E4	Experience of examination process for development plans	
<b>Core Behaviours</b>		<b>Focuses on People</b> Is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. It's about ensuring we have the right processes in place	
		<b>Takes Ownership</b> Is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.	
		<b>Works Collaboratively</b> Is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.	A ✓
		<b>Communicates Effectively</b> Is about how we talk, write and engaged with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.	A ✓
		<b>Focuses on Results</b> Is about ambition and achievement. It's about orienting ourselves towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better	