

JOB DESCRIPTION

Job Title: Development Management Officer (Planner)

Indicative Salary: £34,000 - £40,000 (Grade 6) + benefits and 30 days annual leave entitlement

Responsible to: Principal Development Management Officer, - Development Management - Team Leader or the Head of Transport Infrastructure and Policy Planning / Deputy Chief Planning Director

Hours: 35 hours per week

Key contacts:

- Development Manager - Team Leader
- Deputy Chief Planning Director
- Key partners including officers and elected officials from London Borough of Barking and Dagenham, delivery partners across sectors, Government bodies
 - Staff at all levels of the organisation
 - Be First and London Borough of Barking and Dagenham's Communications Teams
 - Members of the Be First Board as required
 - Residents, customers and supply chain partners

Location: Maritime House, Barking

Overall Purpose of Job:

To support Be First's vision by providing a consistently high quality, cost effective and customer focused Planning service.

Job Context:

- The post holder reports to a Principal Development Management Officer, Development Management - Team Leader or the Head of Transport Infrastructure and Policy Planning.
- The post holder has no line management responsibility.
- The post holder maybe be required to work some evenings, in order to meet service requirements.
- The post holder has no budget responsibility.
- The post holder may be expected to work across the Planning, Transport Infrastructure and Policy Planning functions.
- The post holder will work flexibly and work as an effective team member.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time by the Deputy Chief Planning Director.

- To contribute towards the implementation of a working culture that is result-orientated, customer-focused and an ethos of 'right first time' service delivery.

- To undertake all duties with minimal supervision.
- To be responsible for continuous personal development by requesting and attending training when necessary.
- To demonstrate a strong commitment to the promotion of equal opportunities.
- To provide high quality planning services to external and internal customers and stakeholders, meeting evolving delivery priorities, issues and challenges to agreed standards defined in the service offer.
- Undertake a full range of operational business tasks a portfolio of projects which may be within some or all of the planning functions. Activities include:
 - **To assist with all Development Management and Spatial Planning work.**
 - **To make high quality planning assessments drawn from a spatial policy basis having regard to the Local Plan, Regional Plans and the NPPF.**
 - **To draft Committee reports, briefing notes, evidence, discussion papers, etc., on Development Management and Spatial Planning matters.**
 - **To prepare and present evidence for planning appeals, compulsory purchase orders, and spatial planning matters**
 - **To liaise with a wide range of public and private bodies in order to provide the planning input to projects securing the redevelopment or improvement of land in the Borough.**
 - **To work on conservation, listed building, ecological and tree preservation matters, and the processing of applications for works to trees.**
 - **To provide technical and procedural advice and problem-solving to the public on site, in meetings, by phone or correspondence in circumstances that can be confrontational and would require an immediate response.**

PERSON SPECIFICATION

Essential experience

- Educated to degree level with a related degree and ability to gain entry to course leading to a professional qualification. *(all degrees considered if relatable skills can be demonstrated)*
- A working knowledge of planning legislation and related guidance.
- A knowledge of the statutory planning function of a local authority.
- Experience of case managing Development Management work
- Experience of providing high quality advice to Councillors and other stakeholders
- IT literate with experience of using Word, PowerPoint and other software packages to record and manage data.
- A proven record or experience of communicating in person, by telephone and in writing in a calm, courteous and confident professional manner.
- Demonstrable understanding of the equality and diversity agenda, and experience of embedding a fair and ethical approach within a team and wider organisation

Essential skills

- Able to work successfully in teams
- Creative and innovative in solving complex problems
- Able to think and work proactively, "self-start" and work autonomously with the minimum of direct supervision
- Scrupulous attention to detail, particularly with regard to technical aspects of operational processes and practices, accuracy of records and reports, efficiency and accuracy around schedule and diary management
- At ease in the presence of company directors, senior client representatives and able to command a sense of personal professional gravitas without being overbearing
- Have a corporate approach to managing her/his areas of responsibility, seeing the bigger picture, supporting fellow executives and board members in meeting their objectives
- Able to work under pressure, organise and prioritise own work and that of others, ensuring agreed programmes and project requirements are met and customer demands accommodated
- Strong influencing and persuasion skills
- Strong analytical skills
- Strong reporting writing and communications skills, abilities to flex communication style and approach to meet the needs of a diverse range of stakeholder groups
- Ability to prioritise under pressure