

ROYAL BOROUGH OF KINGSTON UPON THAMES - ROLE PROFILE

Planner - Career Grade

Grade D - J (Progression dependant on meeting criteria of the Career Grade Scheme)

Role purpose

The Council is focused on delivering the best possible outcomes for its communities. To do this the Council needs employees who thrive in an agile and networked organisation and who can support continuous improvement within a constructive organisational culture. You will work with relevant officers both within the service, and across the Council and our partners, on a range of professional activities and projects, in line with service priorities and the Council's Corporate Plan.

The purpose of this role is to support the operational needs and delivery outcomes of the Strategic Planning and Infrastructure team, which includes the functions of: Development Management, Planning Enforcement and Spatial Planning. The role can include all aspects of development management and spatial planning work including: planning applications; appeals; enforcement; area-based planning strategies; planning briefs; project work; the preparation and monitoring of the Local Development Framework, supplementary planning guidance and other policies; and helping the public take part in planning and support initiatives such as co-design.

The role reports directly to an assigned Lead Officer.

Key activities

Customer

- Working closely with colleagues in the Contact Centre and other services, deliver excellent levels of customer services for the benefits of local communities and the reputation of the Council.
- Support and facilitate senior officers as they seek to respond to complaints from members of the public, residents groups, the Local Government Ombudsman and Councillors arising from the post holder's casework.

Performance

- Works with manager to agree performance objectives

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- Plans and prioritises own work to meet deadlines
- Contributes ideas to support the development and then fulfillment of team service plan

Partners

- Builds strong internal and external working partnerships to enable the service to be delivered in an outcome-focused and efficient way.
- Supports Kingston's commitment to community cohesion and valuing diversity and social inclusion.

Core Competencies

- Self management and employing self-awareness, self confidence, self-control, self-knowledge, personal reflection, resilience and determination to work positively with customers, stakeholders, Councillors and colleagues. Demonstrate behaviours consistent with the Core Competency Framework.
- [For Principal Planner role] As a manager within the service the postholder will also have to demonstrate behaviours consistent with the Management Competency Framework.

Digital/New Ways of Working

- Supports the use of new technologies, particularly Google, to enable modern working practices to thrive.

Equality and Diversity

- Embeds equity, equality, fairness and diversity into all aspects of their work.

General

- The requirements of this post could include attending meetings and other events outside normal hours as expected with a post of this nature and the postholder will need to manage their work life balance flexibly to meet the needs of the role.
- To develop, update and act on own personal development plan, and be ready to share learning with others.
- To work in accordance with RBK's Equal Opportunities, Health & Safety, relevant policies and legislation.
- Any other duties commensurate with the grade of the post, as may be required from time to time.

Professional activities

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This Role Profile is generic to multiple posts within the planning team to reflect the need for staff to be flexible and work across planning disciplines, as may be required, to ensure the necessary outcomes can be achieved. For senior roles it may be necessary for staff to specialise their professional knowledge around one element of planning (i.e. Development Management or Planning Policy). This is reflected in the Career Grade Structure.

Development Management

- To process applications for planning permission and listed building applications, and applications for consent to display advertisements.
- To undertake all necessary consultations, site visits, appraisal of proposals and negotiations with applicants and objectors on planning and other applications.
- To prepare reports on planning and other applications.
- To undertake investigation of complaints about alleged planning contraventions.
- To prepare statements for Written Representation Appeals (Planning and Enforcement) and to assist or undertake the preparation and presentation of evidence at Public Inquiries and Hearings.

Projects

- To contribute to the development of area-based strategies, planning and urban design site briefs and other Supplementary Planning Documents and to engaging the public in their production.
- To help process significant applications for planning permission and assist in the preparation and presentation of evidence.
- To prepare committee reports and other papers and assist in their presentation.
- To assist in other planning and development projects and research and analysis as required.

Planning Policy

- To assist with the preparation of the Local Plan and other planning policy documents dealing with specific areas, topics or Neighbourhoods.
- Contribute to topic papers, planning briefs and other material required as part of corporate policy development.
- To contribute to the necessary programme of survey, analysis, and policy generation associated with the preparation of planning policies.

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- To assist with public participation exercises.
- To contribute to the monitoring of the development of the Borough and Neighbourhoods and prepare related statistics.
- To give advice on the policy implications of planning applications.
- To lead on provision of advice on all transport projects and inputs into strategic consultations affecting the Borough, interpreting Government strategies

Planning Enforcement

- To prepare written evidence in respect of planning and enforcement appeals and other related matters and to present evidence at public inquiries, informal hearings and court hearings as required.
- To monitor breaches of planning control, planning obligations and agreements, and planning conditions.
- To investigate reported breaches of planning control, including changes of use, gypsy incursions, works to protect trees, works to listed buildings, and breaches of advertising regulations having regard to agreed priorities.
- To obtain evidence and prepare statements for prosecutions, mindful of the provisions of relevant areas of law.
- To respond to complainants, lawyers, agents, Councillors and land owners regarding apparent breaches of planning control.

Our Values

Being an enabling council is a key principle that runs through our organisational development and is embedded in everything we do. Underpinning this are the following values:

- **Supportive** of trying new ideas, with the courage to change direction.
- **Transparent** and connected in all that we think, say and do.
- **Appreciative** of each other, recognising and celebrating success.
- **Respectful** of difference and valuing diversity.

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Career Grade Progression Scheme for Planners

Introduction

This post has been graded over a wide band (D-J) to allow for:

- The appointment of less qualified and/or experienced individuals within a scale designed to allow staff to develop within the planning profession
- Rewarding staff who gain further experience and qualifications
- Fast tracking high calibre staff into senior level positions
- Maintaining motivation and aiding staff retention
- Enabling staff to gain a broad range of professional experience
- Allowing for flexibility in resource planning

Appointment and progression through the scheme will depend on:

- An individual meeting the criteria as set out below, as determined through the performance appraisal process, and
- An appropriately banded post being available within the team.

Grade D-E - Assistant Planner (Development Management / Policy / Enforcement)

Minimum requirement:

- A good standard of secondary education and/or experience that allows for entry to an appropriate RTPI accredited qualification and a strong interest in a professional planning career.

Criteria to be met before progressing to the next grade:

- Achieves performance objectives
- Displays a commitment to own personal development and learning
- Delivers a high standard of service to customers and colleagues
- Demonstrates a positive attitude and approach to work

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- Acquires a sound understanding of the application of relevant planning guidance and legislation.
- Contributes to a mix of policy, project and development management related work
- Provides accurate, objective and balanced advice on planning matters proportionate with their experience
- Commences a relevant planning-related professional qualification

Grade F-G - Planner (Development Management / Policy / Enforcement)

Minimum requirement:

- A strong commitment to a professional planning career (with the achievement of a town planning qualification being desirable), and
- Has met the criteria for progressing from Grade E

Criteria to be met before progressing to the next grade:

- Achieves performance objectives
- Delivers a high standard of service to customers and colleagues
- Demonstrates a positive attitude and approach to work
- Contributes to a mix of policy, project and development management related work
- Completes a range of planning work with minimal supervision.
- Produces clear and well written reports
- Provides sound advice to customers and colleagues on a wide range of planning matters proportionate with their experience
- Evidence of continual professional and personal development and actively shares learning with others
- Demonstrates a determination to provide a high quality service
- Represents the council at committees, public meetings, consultation events, and appeals

Band G recognises:

- Completes a wide range of planning work with minimal supervision
- Able to provide sound advice to customers and colleagues on a wide range of planning matters

Grade H-I - Senior Planner (Development Management)

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Minimum requirement:

- Chartered membership or eligibility for chartered or associate membership of the RTPI, and
- Has met the criteria for progressing from Grade G

Criteria to be met before progressing to the next grade:

- Achieves challenging performance targets and objectives
- Evidence of continual professional and personal development and actively develops the skills and knowledge of others
- Demonstrates a determination to provide a high quality service
- Leads on key projects and/or major development applications
- Attendance at Planning Committees and Neighbourhood Committees to support the effective determination of allocated applications

Band I recognises:

- Is recognised within the council for a high level of professional knowledge and expertise
- Ability to review and 'sign-off' smaller scale planning applications (subject to the Scheme of Delegation)
- Innovative thinker, able to analyse and weigh very complex issues with a demonstrable ability to take tactical decisions and achieve high quality and high-level outputs.

Grade H-I - Senior Planner (Planning Policy)

Minimum requirement:

- Chartered membership or eligibility for chartered or associate membership of the RTPI, and
- Has met the criteria for progressing from Grade G

Criteria to be met before progressing to the next grade:

- Achieves challenging performance targets and objectives
- Evidence of continual professional and personal development and actively develops the skills and knowledge of others
- Demonstrates a determination to provide a high quality service
- Leads on key projects and work streams within the Planning Policy team work plan

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- Prepares documents and publications of a complex nature and strategic importance
- Commissions work from external partners
- Leads on provision of advice on all transport projects and inputs into strategic consultations affecting the Borough, interpreting Government strategies
- Makes a significant contribution to the delivery of the Local Plan

Band I recognises:

- Is recognised within the council for a high level of professional knowledge and expertise
- Innovative thinker, able to analyse and weigh very complex issues with a demonstrable ability to take tactical decisions and achieve high quality and high-level outputs.

Grade H-I - Senior Planner (Planning Enforcement)

Minimum requirement:

- Chartered membership or eligibility for chartered or associate membership of the RTPI, and
- Has met the criteria for progressing from Grade G

Criteria to be met before progressing to the next grade:

- Achieves challenging performance targets and objectives
- Evidence of continual professional and personal development and actively develops the skills and knowledge of others
- Demonstrates a determination to provide a high quality service
- Attendance at Planning Committees and Neighbourhood Committees to support the effective resolution of breaches under investigation

Band I recognises:

- Is recognised within the council for a high level of professional knowledge and expertise
- Innovative thinker, able to analyse and weigh very complex issues with a demonstrable ability to take tactical decisions and achieve high quality and high-level outputs.

Grade J - Principal Development Management Planner (Deputy Team Leader, DM)

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Minimum requirement:

- Chartered membership or eligibility for chartered or associate membership of the RTPI, and
- Has met the criteria for progressing from Grade I

Development Management specific requirements:

- Review and 'sign-off' planning applications of all types (subject to the Scheme of Delegation)
- Achieves challenging performance targets and objectives
- Leads at Planning Committees and Neighbourhood Committees to support Councillors in the effective determination of applications
- Manages the work of other planners or project team members
- Plays a key role in the annual team planning process and achieving improvements in service delivery
- Deputises for the Lead officer, Development Management

Grade J - Principal Policy Planner (Deputy Team Leader, Policy)

Minimum requirement:

- Chartered membership or eligibility for chartered or associate membership of the RTPI, and
- Has met the criteria for progressing from Grade I

Planning Policy specific requirements:

- Achieves challenging performance targets and objectives
- Responsible for the delivery of individual projects and work streams
- Manages the work of other planners or project team members
- Has budgetary responsibility for specific projects
- Plays a key role in the annual team planning process and achieving improvements in service delivery
- Deputises for the Lead officer, Planning Policy