MANCHESTER CITY COUNCIL

Manchester City Council
Role Profile

Principal Planning Officer, Grade 9
Planning, Building Control and Licensing, Directorate for Growth and Neighbourhoods

Reports to: Principal Planning Manager

Key Role Descriptors:

This role has lead responsibility for significant areas of the development management function within the group; managing the delivery of major projects and other key corporate initiatives, ensuring implementation is in accordance with the aims, objectives and values of the City Council.

The role holder will assist in the management of the Group, including carrying out the duties of the Group Manager in their absence, will have significant responsibility in the development, monitoring and maintenance of performance and provide high level guidance, advice and support to group members.

The role holder will provide high level support in the development of frameworks to deliver quality and appropriate development and outputs to secure the improved wellbeing of the City and will lead on negotiations, particularly those requiring complex and specialist technical and legislative expertise, to deliver a quality service.

The role holder will work with a high degree of independence and work closely with other organisations to ensure the City Council's objectives for development in the City are achieved and delivered and to deal with any consequent complex and highly technical matters associated with the development process.

Key Role Accountabilities:

Accountable for ensuring the statutory responsibilities of the City Council as local planning authority are effectively discharged and reflected in the delivery of the service and contribute to City wide initiatives. The role holder will form judgements and make decisions in accordance with the scheme of delegation in the absence of the Principal Planning Manager.

Through continual professional development, in a complex specialist area and a commitment to the Council's policies, objectives and values, provide a high standard of advice, through reports to and attendance when applicable to Council Committees and corporate working groups.

Provide management support to members of the team and to proactively implement the City Council's HR policies and procedures in order to ensure a high level of staff motivation and development and the effective delivery of the Council's values and objectives.

Represent the City Council at Public Inquiries, examination in public and other proceedings as required. This will require an extensive knowledge in a specialist area including a highly developed understanding of the legislative framework and appropriate Government Guidance including the broad range of areas it interfaces with.

Effectively develop and maintain links with key contacts and stakeholders including Councillors, Committees, investors and developers, groups and individuals to ensure the work of the group responds positively to their needs and aspirations. Provide advice and guidance to internal and external partners and customers.

Effectively communicate significant complex technical issues including the relevant and associated legislation to manage negotiations and necessary processes involving problems relating to the built environment in order to resolve issues in accordance with corporate objectives, priorities and values.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

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Principal Planning Officer – Key Competencies and Technical Requirements

Behavioural Competencies

- **Leadership & Management:** The behaviours and actions of our managers define how we work and what we achieve.
- **Change:** Improving services and making the most of resources.
- **Delivery:** Delivery of high quality services is an essential part of what we do.
- **Pride in Manchester:** Demonstrating pride in our city.
- **Influence:** Effective relationships give the best results.

Generic Skills

- **Communication**: To build and maintain networks of support internally and externally and to forge effective partnerships with key stakeholders in order to deliver the vision for the City and to negotiate, persuade and influence, in difficult situations or complex matters. To write clearly and speak fluently in order to present key points and arguments sufficiently and convincingly in a variety of forums.
- **Analytical Skills**: An extensive ability to identify and assess risk in the decision making process and to apply a developed analytical reasoning, creative solutions and non-standard approaches to resolve issues. Have a significantly developed ability to read plans accurately and interpret highly complex material.
- **Planning and Organising**: Ability to organise time effectively, creating work schedules, prioritising, preparing in advance and having regard to timeframes for one self and others for whom their responsible for.
- **Problem Solving and Decision Making**: A well developed ability to assist in and to make recommendations on decisions involving complex and highly technical matters. To interpret, analyse and assess independently or provide guidance or assistance in developing options in order to resolve complex issues. To react quickly and positively to problems under significant pressure.
- **Creative Skills**: Ability to find creative and innovative solutions where there are no existing parameters or procedural framework.
- **Strategic Thinking**: Ability to contribute to the development, implantation and evaluation of strategy to shape future plans.

Technical requirements (Role Specific)

- Possession of a recognised Town Planning qualification resulting in exemption from the Royal Town Planning Institute examinations and experience equivalent to that required for professional membership of the RPTI.
- Extensive knowledge of the Planning legislative framework and a significant understanding of associated legislation and council policy that it interfaces with.
- Significant and relevant post qualification experience in planning work of a local authority.