

**Manchester City Council
Role Profile**

**Planning Officer, Grade 7
Planning Licensing & Building Control, Directorate for Growth and Development**

Reports to: Principal Planning Officer

Key Role Descriptors:

This role will provide a key part in the development and implementation of the Council's planning policies for the physical, social and economic regeneration of the City, in accordance with the aims, objectives and value of the City Council.

The roleholder will undertake and implement the full range of the development management function, including supervising planning related enforcement activities and pursuing legal action, contributing to the performance objectives and targets of the planning service.

The roleholder will assist in the day to day organisation of members of the group, including identifying and participating in training needs of staff and students.

The roleholder will contribute to the Council's programme of improving the physical well being of the environment through the preparation of development briefs, commenting on development proposals, environmental initiatives and area based frameworks produced across the Council.

Key Role Accountabilities:

Effectively deliver the full Planning development management function. The roleholder will have well developed knowledge, understanding and the application of the legislative framework, Government Guidance, local policies including wider corporate objectives, particularly in relation to the regeneration agenda.

Accountable for planning projects to ensure that agreed outcomes are delivered which contribute to the Council's programme of improving the physical environment of the City. This will include managing the discharge of conditions and monitoring financial obligations secured through S106 and other legal agreements.

Present information and complex technical matters, including potential solutions in clear and concise manner to organisations and individuals, orally and in writing. This will include providing advice and guidance on the city council's statutory planning obligations.

Negotiate, persuade and influence effectively, independently or in conjunction with others, with developers, landowners and their representatives to secure compliance with the relevant legislation, in order to improve the quality of the environment.

Provide clear information on planning related matters to Council Committees, senior officers and working groups, identifying and addressing issues and making informed recommendations on action needed to support key corporate objectives.

Represent the City Council as an expert witness at hearings, tribunals and Court hearings or similar proceedings. The roleholder will have a demonstrable thorough understanding of the planning and related legislation and an ability to present and analyse complex information.

Develop effective links with Councillors, other services and individuals in the relevant area of work of the Group to ensure the service is delivered in the full knowledge of peoples wishes and aspirations as well as Council's policies 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.

Key Behaviours, Skills and Technical Requirements

Our Manchester Behaviours

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we're not afraid to try new things
- We work together and trust each other
- We show that we value our differences and treat people fairly

Generic Skills

- **Communication:** Ability to advise others and deal with sensitive, complex and emotive issues in difficult situations inside and outside own area. Is able to negotiate, persuade and influence internal and external stakeholders. Writes clearly, succinctly and with accuracy.
- **Analytical skills:** Skills to analyse a wide range of data and other sources of information to break them down into component parts, patterns and relationships; probes for further understanding of problems and makes rational judgements from the available information and analysis demonstrating and understanding of how one issue may be part of a much larger system/issue. Have the ability to read, measure and interpret accurately plans and drawings.
- **People management:** Ability to organise own and others activities with an ability to carry out operational planning for a specific service area.
- **Planning and organising:** Ability to organise own time effectively, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.
- **ICT skills:** Ability to use ICT systems to obtain and analyse data and present it effectively through a variety of ICT channels. Ability to use multiple applications, systems and software packages.
- **Problem solving and decision making:** Ability to formulate independently a range of options for new or unfamiliar situations and to select the appropriate course of action to produce logical, practical and acceptable solutions.
- **Creative skills:** Ability to think creatively and provide innovative solutions to problems. Has the ability to develop new approaches to finding solutions outside of existing parameters.
- **Research and intelligence:** Ability to research information from a variety of sources.

Technical requirements (Role Specific)

- Possession of a recognised Town Planning qualification resulting in exemption from the Royal Town Planning Institutes examinations together with relevant experience in an organisation providing town planning services, or significant practical experience gained from working in an organisation providing town planning services, with experience of development management.