

Principal Planner

Join us – Make a difference in our communities

The County Council is the main Waste and Minerals Planning Authority for West Sussex. We have a vacancy in the Planning Policy and Infrastructure Team for a Principal Planner, come and join us! The team is responsible for the delivery of functions, duties and services associated with minerals and waste planning policy, as well as other land-use planning policy and infrastructure matters.

About the Job

Deputising for the Team Manager, the Principal Planner is one of the lead professionals. Working on a range of land-use planning policy and infrastructure matters including responding to planning policy consultations (which includes strategic and local planning policy issues) around preparation of their local plans and any potential implications for the Council. The role will require liaising with County Council services to identify needs arising from planned development as well as with County Council members, District and Borough Councils, agencies including government departments, community groups, and industry. The role also involves developing approaches that ensure the County Council's interests are taken forward through the implementation by the District and Borough Councils of the Community Infrastructure Levy. The work of the role will involve the supervision of more junior members of the team and travel across the County to visit various sites and attend external meetings.

What you'll need to succeed

Extensive knowledge and experience of land-use planning policy processes, including the preparation of planning policy documents. Ability to research, analyse and interpret information to make effective and robust judgements. Excellent communication and IT skills, able to build and maintain productive relationships with key stakeholders, with the ability to influence others in order to make a positive contribution to the quality of life in our communities, as well as being able to communicate information that may be complex and contentious. Ability to anticipate problems, plan solutions and make sound pragmatic problem solving decisions. Excellent literacy skills to write policies and relevant processes, which meet legislative and business needs, as well as the ability to think laterally and adapt to changing situations. Experience of managing/mentoring staff.

Job Details

Grade:	Grade 12
Directorate Group:	Economy, Planning and Place
Location:	County Hall, Chichester

Person Specification (These will be used as the shortlisting criteria)

Key Skills

1. Relevant advanced theoretical or organisational knowledge relating to land-use planning policy across the Council and other partners, of systems, procedures and policies associated with providing a professional lead on complex issues.
2. Excellent communication skills with the ability to influence the actions of others and communicate information which maybe complex and contentious.
3. Ability to research, analyse and interpret information to make effective and robust judgements
4. Ability to write robust policies and relevant processes meeting legislative and business needs.

Qualifications and/or experience

- A degree or postgraduate qualification in Town Planning or a related discipline appropriate to the specialist role.
- Membership, or eligibility for membership, of an appropriate professional body, for example, Royal Town Planning Institute.
- Extensive experience in the appropriate specialist work area at a senior level, for example, land-use planning.
- Experience of strategic level work and business planning.
- Experience of mentoring staff and developing an effective team to work together to meet objectives.

Key Responsibilities

Act as the leading specialist/ expert in related matters. Keeping up to date with developments and best practice in the field, apply this knowledge to a range of long and short-term problems, across a range of Infrastructure related issues, i.e. developing, delivering, monitoring policies and long term strategies.

Accurately diagnose highly complex problems, carrying out site visits and inspections, research issues, produce a range of possible solutions by applying the right concepts/tools as appropriate, consulting with the client in order to agree a robust course of action.

Input to the annual Business Plan, guide and direct individual work programmes in liaison with the Manager. Contribute to/lead new policy proposals by providing information about practical application. Produce strategies for the County. Prepare and implement Action Plans and Programmes to include the Council responsibilities.

Manage the provision of specialist advice provided by the council (internal and external) in relation to its development function. This will include the delivery and monitoring of the policies in relevant documents and provide interpretation of nation guidance and apply to the specialist area.

Articulate with developers in respect of particular considerations, providing them with advice and on occasion negotiate with them in respect of proposed developments. Identity the impact of major development and ensure that appropriate mitigation measures are progressed.



Support elected members, and County Local Committees, providing them with information and advice as necessary.

Responsible for managing, supporting and mentoring staff.

Monitor and manage small budgets (£15,000 per annum).

Engage positively and proactively with the wider community, such as parish councils/conservation groups, ensuring their views are known and influence whilst the role of the Council is understood. Manage/chair and contribute to projects and/or reviews which may include challenging existing practices and generating ideas and solutions.

Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.

Our Values

Our values are the base of every job role within West Sussex County Council and underpin the way we do things here. They demonstrate how we work and interact with each other, our customers and our partners on a daily basis and our selection processes are reflective of this. For further details visit the jobs pages of our website.

JD Code: N55

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