

Persons Specification

Job Description

JOB TITLE:	Planning Officer (Career Grade Level 1)
GRADE:	G-H
POST NUMBER:	Various
DIRECTORATE:	Place
SERVICE:	Development Management / Strategic Planning
RESPONSIBLE TO :	<p>One Team Leader at any one time, as allocated, from the following:</p> <ul style="list-style-type: none"> - Development Management Area Teams - Plan Making; - Place Shaping
RESPONSIBLE FOR:	No Direct supervisory responsibilities.
	<p>DBS Basic / Enhanced check not required.</p> <p>This post is not politically restricted.</p>
TRAVEL ALLOWANCE:	<p>Zone 2-3 Travel Card allowance if based in Development Management.</p> <p>Zone 2-3 Travel Card if based in Development Management and appointed after 6th July 2020.</p>
JOB SUMMARY:	<ul style="list-style-type: none"> • Provide generalist support on all planning matters that meet the needs of Tower Hamlets multi-cultural communities. • Undertake to provide generalist support to officers on all planning work including: <ul style="list-style-type: none"> - to undertake the Council's responsibilities for the processing and negotiation of pre-application proposals including co-ordinating all associated assessment work including Environmental Impact Assessments and input into planning statements/briefs/and appropriate technical practice notes;

	<ul style="list-style-type: none"> - to undertake the Council’s responsibilities for the processing and determination of planning applications and the enforcement of planning control under the relevant legislation; including listed building consents and co-ordinating all associated assessment work including Environmental Impact Assessments; - researching, procuring, analysing, monitoring and evaluating information as part of the plan-making and delivery process; - producing and working with others, including the local community, to produce planning policy and documents as part of the plan-making process; and - producing and delivering planning strategies, co-ordination of strategic delivery initiatives such as improving town centres and all planning project work. <ul style="list-style-type: none"> • Promote the work and services of the Directorate through effective liaison with other internal and external services and bodies. • To contribute to the delivery of the spatial elements of the Community Plan through the effective application of planning and development tools and powers in accordance with the Council’s visions and values. • To contribute to the regeneration of the borough through the effective application of all planning powers and partnership working with regeneration agencies within and outside of the Council.
ROLE REQUIREMENTS:	
1.	Provide generalist support on all allocated planning work, including carrying an appropriate case load, ensuring that all work is undertaken in accordance with statutory requirements, the Council’s policies and procedures and to the best professional standards for the benefit of the residents of the Borough.
2.	Where directed be responsible, with support, for leading on some appropriate elements, of planning work.
3.	Provide support for negotiations on all planning work as appropriate, liaising with relevant Council directorates, local communities and other organisations.
4.	To provide support to all planning service public consultation exercises including the preparation of all materials and other documentation ensuring that all relevant Council Directorates, community organisations, amenity and minority groups, external

	agencies and Government Bodies are consulted in accordance with the requirements of the Statement of Community Involvement (SCI).
5.	Undertake a monitoring role in respect of planning service issues.
6.	Keep abreast of Government policies, current ideas and developments in relation to all aspects of urban and regional planning.
7.	To maintain and keep up-to-date all planning files and documents on-line and hard copy (where relevant) in an clear ordered system with all material discussions/meetings/paperwork recorded and material documents properly filed and provide administrative support including ensuring working files get scanned, as part of any process, to enable the work of the allocated team to be undertaken.
8.	Provide generalist advice and support delivering work to performance targets and contributing to the promotion of best professional standards.
PEOPLE	
9.	Promote the work and services of the Directorate and Service, always utilising the principles of good customer service, liaising with other services within the Council, elected Members, external bodies and statutory authorities including the provision of information, advice, guidance and assistance to residents of the Borough and businesses.
10.	To give sound advice to Members of the public, other Council departments, Council members and interested parties on planning matters either in person or through correspondence.
FINANCE	
11.	To provide support in the appointment and management of consultants undertaking commissions for the Directorate to ensure that all Council policies and financial and procurement regulations are fully met and complied with.
SERVICE	
12.	Support the development and implementation of policies and procedures to ensure that the Planning and Building Control (P&BC) Service Plan is delivered within Corporate objectives.
CORPORATE RESPONSIBILITIES	

13.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
14.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
15.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
16.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
17.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
GRADE H (Additional duties)	
18.	Where directed and in relation to specific projects, deputise for a Planning Officer at Level 2 or 3.
19.	To undertake negotiations and lead on all relevant planning work ensuring the proper involvement of relevant Council directorates, local communities and other organisations to ensure that the development meets strategic objectives and local needs.
20.	Plan and prepare planning service related public consultation exercises including the preparation of all materials and other documentation ensuring that Council Directorates, community organisations, amenity and minority groups, external agencies and Government Bodies are consulted in accordance with the requirements of the Statement of Community Involvement (SCI).
21.	Assess, evaluate and advise on the need to undertake Environmental Impact Assessments and Sustainability Appraisals both within the Directorate and with Developers. Review and assess Environmental Impact Assessments and Sustainability Appraisals.
22.	Keep Members and senior management aware of relevant planning issues and progress on negotiations on planning proposals, policy development and planning delivery matters in order to maintain a clear corporate policy stance.
23.	Maintain effective working relationships with officers in relevant Central and London Government departments, agencies and other

	bodies, including neighbouring borough to ensure that the Boroughs' interests are promoted and safeguarded in respect of all planning matters.
24.	Provide general guidance and advice in relation to the Council's planning work.
25.	Contribute to the development and monitoring of all planning work as required, enabling effective compliance with the Core Values, aims, policies and objectives of the Council.
26.	Monitoring and liaising with consultants undertaking commissions for the Directorate to identify compliance with the Core Values, aims, policies and objectives of the Council.
27.	Support and assist senior officers and team members in representing the Council at meetings, including court hearings and public inquiries. Participate in, producing and explaining the Council's case at appeal informal hearings and in written representation at public inquiries including accompany an Inspector on site visits. Participate in Multi- Disciplinary Teams on Planning Initiatives and schemes.
28.	Respond to requests for advice on all the legislative and technical aspects of development planning, advising Government Bodies, private companies, consultants and other Council Departments.
29.	Assist in the planning and preparation of development related public consultation exercises including the design and production of all material and other public information documentation, including web based material.
30.	Assist in the preparation of policies, procedures and guidance notes and the development of quality assurance and system manuals on good practice.
31.	Prepare correspondence and sound reports, including contributing to (or lead if grade H) Committee and/or Cabinet reports for Senior Managers up to the Corporate Director.
32.	Keep abreast of professional developments, legislative changes and best practice in all areas of Planning work and subsequently attending Continuing Professional Development Courses, applying updated knowledge to all Planning/case load work and sharing information gathered on courses, including providing training for other staff.

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post, such as to be able to work evenings and weekends with appropriate notice.

Person Specification

Requirements	Person Specification for the Post of Planning Officer (Career Grade Level 1)	Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	<p>1. Knowledge of key issues relating to planning and regeneration within inner London.</p> <p>2. Understanding of town planning legislation and policy at national, London and local planning authority level.</p> <p>3. Knowledge of the operation of local government.</p> <p>4. Knowledge of planning processes and procedures and their practical application in at least one of the following areas of planning: Development Management; Plan Making or Place Making (design and conservation).</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Qualifications & Experience	<p>5. First degree or equivalent that would allow entry onto RTPI accredited post-graduate planning degree course.</p> <p>6. Some experience of working in one of the following areas of planning: Development Management, Plan Making or Place Shaping (design and conservation).</p> <p>7. Experience of interpreting and assessing plans and technical planning documents.</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A/I</p> <p>A/I</p>
Living the TOWER Values sets out the essential behaviours required of all staff.			
We work TOGETHER across boundaries and with partners to	8. Takes steps to get to know people within in the team and the wider Planning and Building Control service and to	E	A/I

Person Specification

achieve the best outcomes for Tower Hamlets	<p>build positive relationships with them.</p> <p>9. Has an understanding of the work of other teams in the service that they work with.</p>	E	A/I
We are OPEN and transparent	<p>10. Shares relevant information, in a way, that is easy to understand.</p> <p>11. Takes the opportunity to contribute and be involved in change which affects their job.</p>	E E	A/I A/I
We are WILLING to challenge, innovate and be accountable	<p>12. Takes accountability for delivering own work and contributing to that of team.</p> <p>13. Identifies solutions to problems and obstacles.</p> <p>14. Ensures they make the best use of the skills they have and identifies opportunities for development to do their job effectively.</p>	E E E	A/I A/I A/I
We empower each other to be EXCELLENT and go the extra mile	<p>15. Understands how objectives contribute to the overall purpose of the council and is positive about the future.</p> <p>16. Able to work under own initiative with less formal supervision.</p>	E D	A/I A/I
We RESPECT all communities, they are the heart of everything we do	<p>17. Takes ownership and does what they say they will do, within a set timeframe.</p> <p>18. Seeks feedback from customers and is polite, helpful and inclusive towards people from our diverse community</p>	E E	A/I A/I
Additional Requirements	19. Willingness to work outside of contracted hours in the evenings and weekends subject to notice	D	I

GUIDANCE ON APPOINTMENT AND MOVEMENT WITH THE CAREER GRADE

The academic qualification, competencies and level of experience criteria are set out below:

Salary Scale	Required qualification, experience & competences
Person specification level 1 (Planning Officer)	
Grade G	<ul style="list-style-type: none"> • First degree or equivalent (e.g. a BA in geography) that would allow entry onto RTPI accredited postgraduate planning degree • Planning or related experience desirable • Assessment of competence against level 1 of person specification
<i>Progression subject to assessment by line manager & agreement of the Service Manager</i>	
Grade H	<ul style="list-style-type: none"> • Successfully completed 1st year of RTPI accredited postgraduate degree • Generally 1 years planning experience desirable • Assessment of progress towards level 2 of person specification • Past performance against milestones and targets (internal assessment only)
Person specification level 2 (Planning Officer)	
<i>Progression subject to assessment by line manager & agreement of the Service Manager</i>	
Grade I	<ul style="list-style-type: none"> • Successfully completed an RTPI accredited postgraduate degree • Assessment of competence against level 2 of person specification • Past performance against milestones and targets (internal assessment only) • Generally 2 year planning experience (desirable) • Assessment of progress towards level 3 of person specification • Past performance against targets (internal assessment only)
Person specification level 3 (Senior Planning Officer)	
<i>Progression subject to formal interview & assessment by line manager and agreement of Service Manager</i>	
Grade J	<ul style="list-style-type: none"> • RTPI accredited postgraduate planning degree • Generally 3 years post qualification experience (desirable) • Assessment of competence against level 3 of person specification • Past performance against targets (internal assessment only)

Entry criteria

1. An officer's starting salary scale entry point will be based on both qualification and experience at the time of employment, in addition to an assessment of their competence against the appropriate level of person specification. These entry requirements are defined in the table above for each salary grade (i.e. Grade G, H, I and J). Officers will normally start at the bottom of the salary scale band that they qualify for.
2. In re-structure exercises the entry point will also need to consider previous planning experience, approach to a postgraduate planning course or progress through the course and consideration of existing grade. Officers who are assimilated to a different grade will enjoy two year salary protection at their previous grade. This may enable any grading position lost through the assimilation to be recaptured, although that is not its objective.

Movement each year

3. All staff who are not already at the top spinal column point of their grade will receive an automatic increment on accordance with the Council's Pay Policy. Decisions on annual progression up the salary scale points within a salary scale band takes place in the normal manner through the Council's annual Performance Development Review (PDR) process normally commencing in April each year. Subject to satisfactory evidence of progress against the criteria listed above, during the previous 12 months and the outcome of any internal interviews (if required), any promotion that is awarded will be backdated to 1 April.
4. An officer who starts employment with the Council between 1 April and 30 September in any year can for progression through the career grade to commence on 1 April, the following year, i.e. between 6 and 12 months from their start date. An officer who starts employment with the Council between 1 October in one year and 31 March in the following year can apply for progression through the career grade in April the following year, i.e. between 12 and 18 months from their start date.
5. Officers should only apply to move when they are confident that they have achieved the appropriate criteria for the next band (as set out above) as only one application to move to the next salary scale band can be made in any 12-month period. The scheme will only allow an officer to move to the grade and it does not allow them to jump a salary scale band (e.g. from grade G to grade I).

Progression from Grade G to H

6. Progression from Grade G to H will be based on confirmation that an officer has reached the necessary level of qualification and experience plus an explicit assessment, by their line manager, of continued progress towards the requirements of the relevant person specification and that a satisfactory level and quality of work has been produced over the previous year. This assessment has to be agreed in writing by the relevant Service Manager. Any appeal against these decisions will be to the Service Head Planning and Building Control, whose decision will be final.

Progression from grade H to grade I and from grade I to grade J

7. Progression from grade H to grade I and from grade I to grade J will be based on a formal interview. It will generally be with the line manager and the relevant Service Area

Manager and may also involve testing. Essentially it will be the same process as applying for the post in response to an advert. Any appeal against these decisions will be to the Service Head Planning and Building Control, whose decision will be final.

8. A decision to allow an officer to move will be based on confirmation that they have reached the necessary level of qualification and experience plus an assessment of demonstrated competence against the requirements of the relevant person specification and that a satisfactory level and quality of work has been produced over the previous year.

Persons Specification

Job Description

JOB TITLE:	Planning Officer (Career Grade Level 2)
GRADE:	Grade I
POST NUMBER:	Various
DIRECTORATE:	Place
SERVICE:	Development Management/ Strategic Planning
RESPONSIBLE TO :	<p>One Team Leader at any one time, as allocated from the following:</p> <ul style="list-style-type: none"> -Development Management Area Teams; -Plan Making -Place Shaping
RESPONSIBLE FOR:	No direct supervisory responsibilities
	<p>DBS Basic / Enhanced check not required.</p> <p>This post is not politically restricted.</p>
TRAVEL ALLOWANCE	<p>Zone 2-3 Travel Card allowance if based in Development Management.</p> <p>Zone 2-3 Travel Card if based in Development Management and appointed after 6th July 2020.</p>
JOB SUMMARY:	<ul style="list-style-type: none"> • Provide high quality specialised planning services that meet the needs of Tower Hamlets' multi-cultural communities including as appropriate; managing planning proposals and applications, developing planning policy and delivering planning strategy and projects and assisting with policy development relating to the services provided. • Undertake planning work, including: <ul style="list-style-type: none"> - to undertake the Council's responsibilities for the processing and negotiation of pre-application proposals including co-ordinating all associated assessment work including

	<p>Environmental Impact Assessments and input into planning statements/briefs/and appropriate technical practice notes;</p> <ul style="list-style-type: none"> - to undertake the Council's responsibilities for the processing and determination of planning applications and the enforcement of planning control under the relevant legislation; including listed building consents and co-ordinating all associated assessment work including Environmental Impact Assessments; - researching, procuring, analysing, monitoring and evaluating information as part of the plan-making and delivery process; - producing and working with others, including the local community, to produce planning policy and documents as part of the plan-making process; and - producing and delivering planning strategies, co-ordination of strategic delivery initiatives such as improving town centres and all planning project work. <ul style="list-style-type: none"> • Promote the work and services of the Directorate through effective liaison with other internal and external services and bodies. • To contribute to the delivery of the spatial elements of the Community Plan through the effective operation of planning tools and powers in accordance with the Council's visions and values. • To contribute to the regeneration of the borough through the effective application of all planning powers and partnership working with regeneration agencies within and outside of the Council.
ROLE REQUIREMENTS:	
1.	To undertake detailed negotiations on all allocated planning work ensuring the proper involvement of relevant Council directorates, local communities and other organisations to ensure that the development meets strategic objectives and local needs.
2.	Assess, evaluate and advise on the need to undertake Environmental Impact Assessments and Sustainability Appraisals both within the Directorate and with Developers. Review and assess Environmental Impact Assessments and Sustainability Appraisals.
3.	Plan and prepare planning service related public consultation exercises including the preparation of all materials and other documentation ensuring that relevant Council Directorates, community organisations, amenity and minority groups, external agencies and Government Bodies are consulted in accordance

	with the requirements of the Statement of Community Involvement (SCI).
4.	Undertake a monitoring role in respect of all appropriate planning matters.
5.	Keep abreast of Government policies, current ideas and developments in relation to urban and regional planning.
6.	To maintain and keep up-to-date all planning files and documents on-line and hard copy (where relevant) in an clear ordered system with all material discussions/meetings/paperwork recorded and material documents properly filed and provide administrative support including ensuring working files get scanned, as part of any process, to enable the work of the allocated team to be undertaken.
7.	Manage a number of major complex proposals, initiatives and/or projects simultaneously, responding quickly to changed circumstances and balancing often conflicting priorities under pressure.
8.	Represent the Council and participate in Multi-Disciplinary project teams on major planning initiatives. Prepare and present detailed advice and reports, ensuring that the advice given is in accordance with the best professional standards.
9.	To lead on the commissioning and periodical review of consultancy services in connection with the discharge of all planning proposal, policy development and project work.
10.	Examine, consider and provide professional observations on plans, consultation documents, reports and work relating to planning matters from other services within the Council or from other government departments or other organisations that may have implications for service delivery.
11.	To represent the Council at public Inquiries by written representation and informal hearing, prepare necessary correspondence and reports, represent the Service at Committees / Sub-Committees and represent the Council at Community Forums, Multi-disciplinary working groups, etc.
12.	Respond to requests for advice on all the legislative and technical aspects of planning, as appropriate, advising Government Bodies, private companies, consultants and other Council Departments.
13.	To represent the Council's position relating to planning matters on liaison and multi-disciplinary working groups both within and outside the borough and ensure appropriate liaison with all

	interested parties on issues including the public, elected members, other Council Departments and other Local Authorities.
14.	Lead on the preparation of policies, procedures, processes and guidance notes and the development of quality assurance and system manuals on good practice.
15.	Co-ordinate and represent the Borough's position acting as the nominated professional officer at external meetings and on other bodies, including government department meetings and other governmental, professional and judicial settings.
16.	Keep abreast of professional developments, legislative changes and best practice in all areas of Planning work and subsequently attending Continuing Professional Development Courses considered by the Team Leader to be appropriate, applying updated knowledge to all Planning/case load work and sharing information gathered on courses, including providing training for other staff.
17.	To make decisions on the most appropriate courses of action, within guidelines where they are available, professional standards and using professional judgement, offering advice and assistance, issuing instructions or initiating enforcement action with reference to appropriate Team Leader.
CORPORATE RESPONSIBILITIES	
18.	Develop, monitor and lead on planning proposals, policy development or planning project delivery as required, assuming project management responsibilities and ensuring all works are undertaken effectively, fulfilling the Core Values aims, policies and objectives of the Council.
19.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
20.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
21.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
22.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.

23.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
FINANCE	
24.	Appoint and manage consultants undertaking commissions for the Directorate to ensure that all relevant Council policies and procurement and financial regulations are fully met and complied with.
PEOPLE	
25.	Promote the work and services of the Directorate and Service liaising with other services within the Council, elected Members, external bodies and statutory authorities including the provision of information, advice, guidance and assistance to residents of the Borough and businesses.
26.	Keep Members and senior management aware of relevant planning issues and progress on negotiations on planning proposals, policy development and planning delivery matters in order to maintain a clear corporate policy stance.
27.	To give sound advice to Members of the public, other Council departments, Council members and interested parties on planning matters either in person or through correspondence.
28.	Provide specialist technical advice and guidance to all service users including Consultants, Developers, Council Officers, residents, customers, traders and business on all major planning matters.
29.	Plan, prepare and present sound reports and documents to Members and Senior Officers up to Corporate Director on policy, procedural development, new and existing major development proposals and information relating to major planning initiatives.
30.	To act as a point of contact and communication for matters relating to the planning team based in, as appropriate, both within the Council and with external parties.
31.	Maintain effective working relationships with officers in relevant Central and London Government departments, agencies and other bodies, including neighbouring boroughs to ensure that the Boroughs' interests are promoted and safeguarded in respect of all planning matters.
32.	Represent the Council at external liaison and study groups and as a result assist in the preparation of policies, procedures and

	guidance notes and the development of quality reports and documentation.
SERVICE	
33.	Participate in the development and implementation of policies and procedures to ensure that all aspects of the P&BC Service Plan are delivered within corporate objectives.
34.	Provide expert guidance and advice to members of the public, applicants and their professional advisors, clients and Members in relation to the Council's Planning service responsibilities.
PERFORMANCE	
35.	Provide a high quality, specialist service, leading on allocated major/more complex planning including enforcement casework, policy development work and strategy and project delivery; carrying a case load ensuring that performance targets are met and all work is undertaken in accordance with statutory requirements, the Council's policies and procedures and to the best professional standards for the benefit of the residents of the Borough.

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post, such as to be able to work evenings and weekends with appropriate notice.

Persons Specification

Requirements	Person Specification for the Post of Planning Officer (Career Grade Level 2)	Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	<p>1. Detailed knowledge of key issues relating to planning and regeneration within inner London.</p> <p>2. Good understanding of planning legislation and policy at national, London and local planning authority level.</p> <p>3. A good working knowledge and understanding of the operation of local government.</p> <p>4. Knowledge of planning processes and procedures and their practical application in at least one of the following areas of planning: Development Management; Plan Making or Place Making (design and conservation).</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Qualifications & Experience	<p>5. RTPI accredited post-graduate planning degree.</p> <p>6. Experience of working in at least one of the following areas of planning: Development Management; Plan Making or Place Making (design and conservation).</p> <p>7. Experience of preparing and presenting planning reports to senior managers and/or Members.</p> <p>8. Experience of interpreting and assessing plans and technical planning documents.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A/I</p> <p>A/I/T</p> <p>A/I</p>
Living the TOWER Values sets out the essential behaviours required of all staff.			

Persons Specification

<p>We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets</p>	<p>9. Seeks opportunities to build positive relationships with people from other teams and partners.</p> <p>10. Shares information and engages others in a timely way to achieve the best outcomes</p>	<p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p>
<p>We are OPEN and transparent</p>	<p>11. Checks they are understood by others when communicating and explains jargon or technical terms where needed.</p> <p>12. Approachable and actively seeks feedback from others to improve how they do things.</p>	<p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p>
<p>We are WILLING to challenge, innovate and be accountable</p>	<p>13. Takes accountability for delivering own work and contributing to that of team.</p> <p>14. Seeks to learn from, both failures and successes, to improve how they do things where required.</p> <p>15. Looks for ways to continuously improve and develop within role.</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>We empower each other to be EXCELLENT and go the extra mile</p>	<p>16. Takes the initiative to improve outcomes and explain the difference they have made.</p>	<p>E</p>	<p>A/I</p>
<p>We RESPECT all communities, they are the heart of everything we do</p>	<p>17. Takes ownership of more complex issues, whilst keeping the customer informed.</p> <p>18. Open-minded and appreciates alternative cultural perspectives, taking it into account when delivering service.</p>	<p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p>
<p>Additional Requirements</p>	<p>19. Willingness to work outside of contracted hours in the evenings and weekends good reason where this is not possible.</p>	<p>D</p>	<p>I</p>

GUIDANCE ON APPOINTMENT AND MOVEMENT WITH THE CAREER GRADE

The academic qualification, competencies and level of experience criteria are set out below:

Salary Scale	Required qualification, experience & competences
Person specification level 1 (Planning Officer)	
Grade G	<ul style="list-style-type: none"> • First degree or equivalent (e.g. a BA in geography) that would allow entry onto RTPI accredited postgraduate planning degree • Planning or related experience desirable • Assessment of competence against level 1 of person specification
<i>Progression subject to assessment by line manager & agreement of the Service Manager</i>	
Grade H	<ul style="list-style-type: none"> • Successfully completed 1st year of RTPI accredited postgraduate degree • Generally 1 years planning experience desirable • Assessment of progress towards level 2 of person specification • Past performance against milestones and targets (internal assessment only)
Person specification level 2 (Planning Officer)	
<i>Progression subject to assessment by line manager & agreement of the Service Manager</i>	
Grade I	<ul style="list-style-type: none"> • Successfully completed an RTPI accredited postgraduate degree • Assessment of competence against level 2 of person specification • Past performance against milestones and targets (internal assessment only) • Generally 2 year planning experience (desirable) • Assessment of progress towards level 3 of person specification • Past performance against targets (internal assessment only)
Person specification level 3 (Senior Planning Officer)	
<i>Progression subject to formal interview & assessment by line manager and agreement of Service Manager</i>	
Grade J	<ul style="list-style-type: none"> • RTPI accredited postgraduate planning degree • Generally 3 years post qualification experience (desirable) • Assessment of competence against level 3 of person specification • Past performance against targets (internal assessment only)

Entry criteria

1. An officer's starting salary scale entry point will be based on both qualification and experience at the time of employment, in addition to an assessment of their competence against the appropriate level of person specification. These entry requirements are defined in the table above for each salary grade (i.e. Grade G, H, I and J). Officers will normally start at the bottom of the salary scale band that they qualify for.
2. In re-structure exercises the entry point will also need to consider previous planning experience, approach to a postgraduate planning course or progress through the course and consideration of existing grade. Officers who are assimilated to a different grade will enjoy two year salary protection at their previous grade. This may enable any grading position lost through the assimilation to be recaptured, although that is not its objective.

Movement each year

3. All staff who are not already at the top spinal column point of their grade will receive an automatic increment on accordance with the Council's Pay Policy. Decisions on annual progression up the salary scale points within a salary scale band takes place in the normal manner through the Council's annual Performance Development Review (PDR) process normally commencing in April each year. Subject to satisfactory evidence of progress against the criteria listed above, during the previous 12 months and the outcome of any internal interviews (if required), any promotion that is awarded will be backdated to 1 April.
4. An officer who starts employment with the Council between 1 April and 30 September in any year can for progression through the career grade to commence on 1 April, the following year, i.e. between 6 and 12 months from their start date. An officer who starts employment with the Council between 1 October in one year and 31 March in the following year can apply for progression through the career grade in April the following year, i.e. between 12 and 18 months from their start date.
5. Officers should only apply to move when they are confident that they have achieved the appropriate criteria for the next band (as set out above) as only one application to move to the next salary scale band can be made in any 12-month period. The scheme will only allow an officer to move to the grade and it does not allow them to jump a salary scale band (e.g. from grade G to grade I).

Progression from Grade G to H

6. Progression from Grade G to H will be based on confirmation that an officer has reached the necessary level of qualification and experience plus an explicit assessment, by their line manager, of continued progress towards the requirements of the relevant person specification and that a satisfactory level and quality of work has been produced over the previous year. This assessment has to be agreed in writing by the relevant Service Manager. Any appeal against these decisions will be to the Service Head Planning and Building Control, whose decision will be final.

Progression from grade H to grade I and from grade I to grade J

7. Progression from grade H to grade I and from grade I to grade J will be based on a formal interview. It will generally be with the line manager and the relevant Service Area

Manager and may also involve testing. Essentially it will be the same process as applying for the post in response to an advert. Any appeal against these decisions will be to the Service Head Planning and Building Control, whose decision will be final.

8. A decision to allow an officer to move will be based on confirmation that they have reached the necessary level of qualification and experience plus an assessment of demonstrated competence against the requirements of the relevant person specification and that a satisfactory level and quality of work has been produced over the previous year.

Persons Specification

Job Description

JOB TITLE:	Senior Planning Officer (Career Grade Level 3)
GRADE:	Grade J
POST NUMBER:	Various
DIRECTORATE:	Place
SERVICE:	Development Management/ Strategic Planning
RESPONSIBLE TO :	One Team Leader at any one time, as allocated from the following: -Development Management Area Teams; -Plan Making -Place Shaping
RESPONSIBLE FOR:	No direct supervisory responsibilities.
	DBS Basic / Enhanced check not required . This post is not politically restricted.
Travel Allowance	Zone 2-3 Travel Card allowance if based in Development Management. Zone 2-3 Travel Card if based in Development Management and appointed after 6 th July 2020.
JOB SUMMARY:	<ul style="list-style-type: none"> • Provide high quality specialised planning services that meet the needs of Tower Hamlets' multi-cultural communities including as appropriate; managing planning proposals and applications, developing planning policy and delivering planning strategy and projects and assisting with policy development relating to the services provided. • Undertake planning work, including: <ul style="list-style-type: none"> - to undertake the Council's responsibilities for the processing and negotiation of pre-application proposals including co-ordinating all associated assessment work including Environmental Impact

	<p>Assessments and input into planning statements/briefs/and appropriate technical practice notes;</p> <ul style="list-style-type: none"> - to undertake the Council's responsibilities for the processing and determination of planning applications and the enforcement of planning control under the relevant legislation; including listed building consents and co-ordinating all associated assessment work including Environmental Impact Assessments; - researching, procuring, analysing, monitoring and evaluating information as part of the plan-making and delivery process; - producing and working with others, including the local community, to produce planning policy and documents as part of the plan-making process; and - producing and delivering planning strategies, co-ordination of strategic delivery initiatives such as improving town centres and all planning project work. <ul style="list-style-type: none"> • Promote the work and services of the Directorate through effective liaison with other internal and external services and bodies. • To contribute to the delivery of the spatial elements of the Community Plan through the effective operation of planning tools and powers in accordance with the Council's visions and values. • To contribute to the regeneration of the borough through the effective application of all planning powers and partnership working with regeneration agencies within and outside of the Council.
ROLE REQUIREMENTS:	
1.	<p>Provide a high quality, specialist service, on allocated major/complex planning casework including enforcement casework, leading including project managing policy development work, project managing strategy and project delivery; carrying a case load ensuring that performance targets are met and all work is undertaken in accordance with statutory requirements, the Council's policies and procedures and to the best professional standards for the benefit of the residents of the Borough.</p>
2.	<p>Undertake under own initiative with minimal supervision a variety of advanced tasks relating to complex and contentious major planning service matters, as appropriate, including pre-application assessment and sophisticated negotiations, managing a case load of major planning applications, research, collection, analysis and supply of information involved in the preparation of planning strategy documents and the project management of planning project initiatives, ensuring the proper involvement of relevant Council directorates, local communities and other organisations to</p>

	ensure that the development proposal, policy or planning project meets strategic objectives and local needs.
3.	Design, consult on and implement changes to improve the service. They may include policy development, setting out new procedures, processes and standards to ensure continual effectiveness and efficiency in delivering a quality service including value for money initiatives.
4.	Represent the Council as an expert witness on planning matters, depending on base team and project work, at public enquires and in court. Have expert knowledge of all relevant legislation, and depending on base team, make recommendations to the Council's Committees on whether planning applications have met all the necessary criteria and suitable mitigation is proposed to deal with the significant impacts that are identified, or make recommendations in reports to Cabinet on planning policy matters, or seek approval for planning strategy or project issues through the Council's Committees.
5.	Appoint and manage consultants undertaking commissions for the Directorate to ensure that all relevant Council policies and procurement and financial regulations are fully met and complied with.
6.	Manage a number of major complex proposals, initiatives and/or projects simultaneously, responding quickly to changed circumstances and balancing often conflicting priorities under pressure.
7.	Assess, evaluate and advise on the need to undertake Environmental Impact Assessments and Sustainability Appraisals both within the Directorate and with Developers. Review and assess Environmental Impact Assessments and Sustainability Appraisals.
8.	Plan and prepare planning service related public consultation exercises including the preparation of all materials and other documentation ensuring that all relevant Council Directorates, community organisations, amenity and minority groups, external agencies and Government Bodies are consulted in accordance with the requirements of the Statement of Community Involvement (SCI).
9.	Undertake when required, a monitoring role in respect of all planning issues.
10.	Keep abreast of Government policies, current ideas and developments in relation to urban and regional planning.

11.	Keep Members and senior management aware of issues and progress on negotiations and major developments in order to maintain a clear corporate policy stance.
12.	To maintain and keep up-to-date all planning files and documents on-line and hard copy (where relevant) in an clear ordered system with all material discussions/meetings/paperwork recorded and material documents properly filed and provide administrative support including ensuring working files get scanned, as part of any process, to enable the work of the allocated team to be undertaken.
13.	Plan, prepare and present sound reports and documents to Members and Senior Officers up to Corporate Director as required on policy, procedural development, new and existing major development proposals and information relating to major planning initiatives.
14.	Represent the Council at external liaison and study groups and as a result assist in the preparation of policies, procedures and guidance notes and the development of quality reports and documentation.
15.	Represent the Council and participate in Multi-Disciplinary project teams on major planning initiatives. Prepare and present detailed advice and reports, ensuring that the advice given is in accordance with the best professional standards.
16.	To represent the Council at public inquiries as expert witness, prepare necessary correspondence and reports, represent the Service at Committees / Sub-Committees and represent the Council at Community Forums, Multi-disciplinary working groups, etc.
17.	Respond to requests for advice on all the legislative and technical aspects of planning, advising Government Bodies, private companies, consultants and other Council Departments as appropriate.
18.	Lead on the preparation of policies, procedures, processes and guidance notes and the development of quality assurance and system manuals on good practice.
19.	Prepare correspondence and reports for, and represent the Corporate Director at Committees/Sub-Committees, or be a representative of the Council at Forums, Multi-Disciplinary working groups etc.
20.	Keep abreast of professional developments, legislative changes and best practice in all areas of Planning work and subsequently attending Continuing Professional Development Courses

	considered by the Team Leader to be appropriate, applying updated knowledge to all Planning/case load work and sharing information gathered on courses, including providing training for other staff.
21.	To make decisions on the most appropriate courses of action, within guidelines where they are available, professional standards and using professional judgement, offering advice and assistance, issuing instructions or initiating enforcement action with reference to appropriate Team Leader.
CORPORATE RESPONSIBILITIES	
22.	Develop, monitor and lead on planning proposals, policy development or planning project delivery as required, assuming project management responsibilities and ensuring all works are undertaken effectively, fulfilling the Core Values aims, policies and objectives of the Council.
23.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
24.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
25.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
26.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
27.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
FINANCE	
28.	To lead on the commissioning and periodical review of consultancy services in connection with the discharge of all planning proposal, policy development and project work
PEOPLE	
29.	Provide specialist technical advice and guidance to all service users including Consultants, Developers, Council Officers, residents, customers, traders and business on all planning matters.

30.	To act as a point of contact and communication for planning matters, as appropriate, both within the Council and with external parties.
31.	Maintain effective working relationships with officers in relevant Central and London Government departments, agencies and other bodies, including neighbouring boroughs to ensure that the Borough's interests are promoted and safeguarded in respect of all planning matters.
32.	To act as a mentor or coach to other officers in the team as required by the allocated team leader.
33.	To represent the Council's position relating to all appropriate planning matters on liaison and multi-disciplinary working groups both within and outside the borough and ensure appropriate liaison with all interested parties on issues including the public, elected members, other Council Departments and other Local Authorities.
34.	Provide expert guidance and advice to members of the public, applicants and their professional advisors, clients and Members in relation to the Council's development planning responsibilities.
SERVICE	
35.	Promote the work and services of the Directorate and Service, liaising with other services within the Council, elected Members, external bodies and statutory authorities including the provision of information, advice, guidance and assistance to residents of the Borough and businesses.
36.	Participate in the development and implementation of policies and procedures to ensure that all aspects of the P&BC Service Plan are delivered within corporate objectives.

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post, such as to be able to work evenings and weekends with appropriate notice.

Person Specification

Requirements	Person Specification for the Post of Senior Planning Officer (Career Grade Level 3)	Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	<p>1. Excellent knowledge of key issues relating to planning and regeneration within inner London.</p> <p>2. Comprehensive and detailed understanding of planning legislation and policy at national, London and local planning authority level.</p> <p>3. Comprehensive knowledge and understanding of the operation of local government.</p> <p>4. Substantial experience in planning processes and procedures and their practical application in at least one of the following areas of planning: Development Management; Plan Making or Place Making (design and conservation).</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Qualifications & Experience	<p>5. Eligibility for chartered membership of the Royal Town Planning Institute.</p> <p>6. Extensive experience and capabilities of working in at least one of the following areas of planning at a senior officer level: Development Management; Plan Making or Place Making (design and conservation).</p> <p>7. Experience of preparing and presenting reports on complex planning issues or major planning applications to senior managers and/or Members.</p> <p>8. Proven ability to represent the Council (or other organisation) at an appeal</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>I</p> <p>A/I</p> <p>A/I/T</p> <p>A/I</p>

Person Specification

	(public inquiry or hearing) or examination in public.		
Living the TOWER Values sets out the essential behaviours required of all staff.			
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	9. Actively seeks opportunities to build positive relationships with people from other teams and partners.	E	A/I
	10. Actively builds a positive team in the working environment.	E	A/I
We are OPEN and transparent	11. Promotes understanding and that they are understood by others and explains jargon where needed.	E	A/I
	12. Approachable and actively seeks feedback from others to improve how they do things.	E	A/I
We are WILLING to challenge, innovate and be accountable	13. Takes full accountability for delivering own work and contributing to that of team.	E	A/I
	14. Seeks to grow from, both failures and successes, to improve how they do things where required.	E	A/I
	15. Looks for ways to continuously improve and develop within role.	E	A/I
We empower each other to be EXCELLENT and go the extra mile	16. Takes the initiative to improve outcomes because they can explain the difference they have made.	E	A/I
	17. Enlightens people when they have made a difference and shows appreciation through internal recognition schemes.	E	A/I
	18. Find ways to ensure they have a good work-life balance and seeks support when they need it.	E	A/I

Person Specification

<p>We RESPECT all communities, they are the heart of everything we do</p>	<p>19. Takes ownership of more complex issues, whilst keeping the customer informed.</p> <p>20. Open-minded and appreciates alternative cultural perspectives, taking it into account when delivering service.</p>	E	A/I
E	A/I		
<p>Additional Requirements</p>	<p>21. Willingness to work outside of contracted hours in the evenings and weekends good reason where this is not possible.</p>	D	I

GUIDANCE ON APPOINTMENT AND MOVEMENT WITH THE CAREER GRADE

The academic qualification, competencies and level of experience criteria are set out below:

Salary Scale	Required qualification, experience & competences
Person specification level 1 (Planning Officer)	
Grade G	<ul style="list-style-type: none"> • First degree or equivalent (e.g. a BA in geography) that would allow entry onto RTPI accredited postgraduate planning degree • Planning or related experience desirable • Assessment of competence against level 1 of person specification
Grade H	<ul style="list-style-type: none"> • Successfully completed 1st year of RTPI accredited postgraduate degree • Generally 1 years planning experience desirable • Assessment of progress towards level 2 of person specification • Past performance against milestones and targets (internal assessment only)
Person specification level 2 (Planning Officer)	
<i>Progression subject to assessment by line manager & agreement of the Service Manager</i>	
Grade I	<ul style="list-style-type: none"> • Successfully completed an RTPI accredited postgraduate degree • Assessment of competence against level 2 of person specification • Past performance against milestones and targets (internal assessment only) • Generally 2 year planning experience (desirable) • Assessment of progress towards level 3 of person specification • Past performance against targets (internal assessment only)
Person specification level 3 (Senior Planning Officer)	
<i>Progression subject to formal interview & assessment by line manager and agreement of Service Manager</i>	
Grade J	<ul style="list-style-type: none"> • RTPI accredited postgraduate planning degree • Generally 3 years post qualification experience (desirable) • Assessment of competence against level 3 of person specification • Past performance against targets (internal assessment only)

Entry criteria

1. An officer's starting salary scale entry point will be based on both qualification and experience at the time of employment, in addition to an assessment of their competence against the appropriate level of person specification. These entry requirements are defined in the table above for each salary grade (i.e. Grade G, H, I and J). Officers will normally start at the bottom of the salary scale band that they qualify for.
2. In re-structure exercises the entry point will also need to consider previous planning experience, approach to a postgraduate planning course or progress through the course and consideration of existing grade. Officers who are assimilated to a different grade will enjoy two year salary protection at their previous grade. This may enable any grading position lost through the assimilation to be recaptured, although that is not its objective.

Movement each year

3. All staff who are not already at the top spinal column point of their grade will receive an automatic increment on accordance with the Council's Pay Policy. Decisions on annual progression up the salary scale points within a salary scale band takes place in the normal manner through the Council's annual Performance Development Review (PDR) process normally commencing in April each year. Subject to satisfactory evidence of progress against the criteria listed above, during the previous 12 months and the outcome of any internal interviews (if required), any promotion that is awarded will be backdated to 1 April.
4. An officer who starts employment with the Council between 1 April and 30 September in any year can for progression through the career grade to commence on 1 April, the following year, i.e. between 6 and 12 months from their start date. An officer who starts employment with the Council between 1 October in one year and 31 March in the following year can apply for progression through the career grade in April the following year, i.e. between 12 and 18 months from their start date.
5. Officers should only apply to move when they are confident that they have achieved the appropriate criteria for the next band (as set out above) as only one application to move to the next salary scale band can be made in any 12-month period. The scheme will only allow an officer to move to the grade and it does not allow them to jump a salary scale band (e.g. from grade G to grade I).

Progression from Grade G to H

6. Progression from Grade G to H will be based on confirmation that an officer has reached the necessary level of qualification and experience plus an explicit assessment, by their line manager, of continued progress towards the requirements of the relevant person specification and that a satisfactory level and quality of work has been produced over the previous year. This assessment has to be agreed in writing by the relevant Service Manager. Any appeal against these decisions will be to the Service Head Planning and Building Control, whose decision will be final.

Progression from grade H to grade I and from grade I to grade J

7. Progression from grade H to grade I and from grade I to grade J will be based on a formal interview. It will generally be with the line manager and the relevant Service Area

Manager and may also involve testing. Essentially it will be the same process as applying for the post in response to an advert. Any appeal against these decisions will be to the Service Head Planning and Building Control, whose decision will be final.

8. A decision to allow an officer to move will be based on confirmation that they have reached the necessary level of qualification and experience plus an assessment of demonstrated competence against the requirements of the relevant person specification and that a satisfactory level and quality of work has been produced over the previous year.