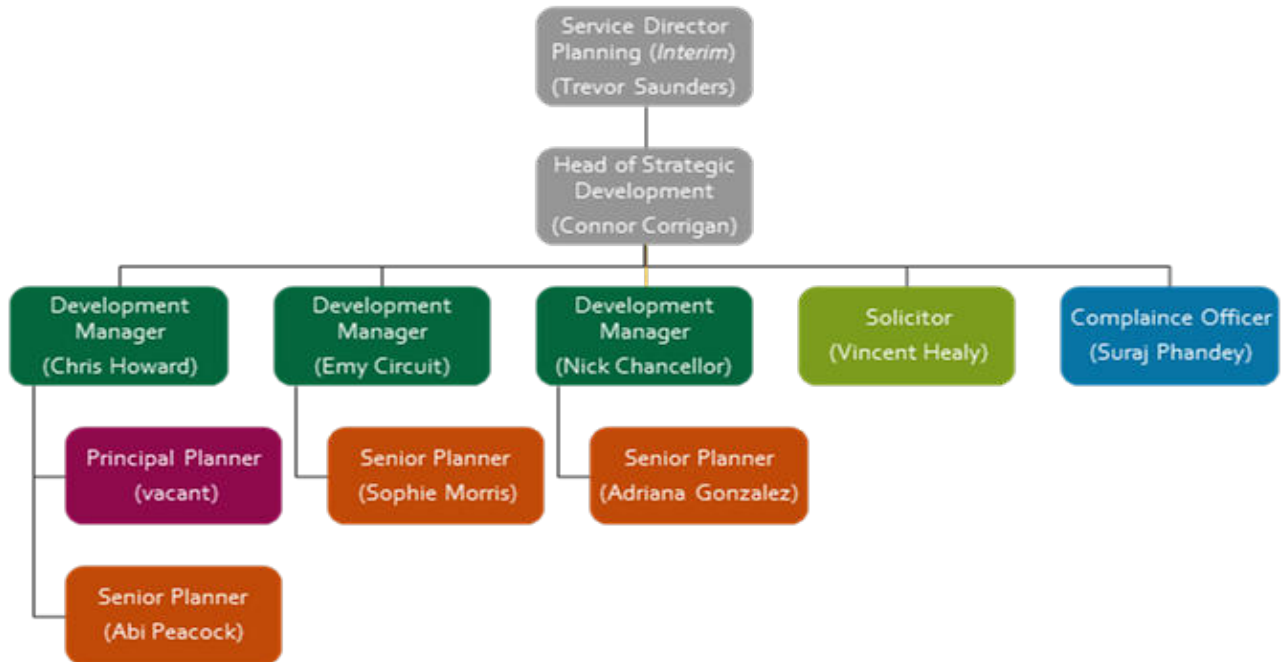
 <b>WOKINGHAM BOROUGH COUNCIL</b>	<b>Job Description</b>		Job Reference
Job Title	Principal Planning Officer		
Service	Place and growth	Team	Development Management and Compliance
Location	Shute End, Home working, site visits		
Reports to	Development Management team manager		
Responsible for	Supervision of Junior Officers		
Grade	Type of position:		Date
10	Full Time		May 2025
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>			
<b><u>Service Purpose</u></b>			
<p>The Development Management &amp; Compliance service deals with all planning applications in the Borough outside of the strategic development locations managed by the Strategic Development Team.</p> <p>This comprises some 4,000 applications a year. A large number of these applications are for ‘householder’ development (i.e. home extensions etc.), however, a wide variety of planning applications are submitted in the Borough including change of use and conversion of buildings, changes to heritage buildings, the extension and development of new commercial, leisure and community uses and the provision of new homes on sites which sit outside of the Strategic Development Areas.</p> <p>In addition, this service area manages planning enforcement activity (outside of the SDL’s), and planning appeals, with the team dealing with approximately 950 alleged breaches of planning control and 100 planning appeals each year. The service is also home to the council’s Land Charges team, which processes new land charges and legal queries on property transactions in the Borough.</p>			
<b><u>Purpose of the role</u></b>			
<p>To process and project manage a caseload of complex planning applications, enforcement cases and planning appeals. Negotiating on planning applications to secure the best outcome for the Council and delivering on strategic aims. Taking enforcement action where it is appropriate, expedient and in the public interest to do so to maintain the high quality of the Borough’s environment, residents’ quality of life and ensure Wokingham remains a great place to live. Managing and supervising a planning intern. Acting as lead officer in planning appeal public inquiries. Provide advice and guidance to junior planning officers and the technical team.</p>			

<b><u>Main Accountabilities</u></b>		
1	Proactively manage a caseload of complex planning work, ensuring high quality planning decisions delivering high quality, sustainable development which accords with national and local planning policies and in accordance with procedure and timescales. Using specialist technical expertise, negotiation and judgement to bring about improvements to schemes to achieve Wokingham's strategic priorities and ensure the best outcome for the Borough. Through balancing conflicting priorities ensure the protection of the environment, conservation of heritage assets, protection of residents' quality of life whilst achieving the zero-carbon agenda and delivering housing, infrastructure and affordable housing	
2	Maintain the quality of the environment and the quality of life of residents by taking robust enforcement action where it is appropriate, expedient and in the public interest to do so.	
3	Act as lead witness at planning appeals, give evidence in public inquiries and robustly defend planning appeals to deliver key objectives in the Council's development plan	
4	Contribute to and work in partnership with community groups to deliver community partnership objectives, projects and including the delivery of strategic policy, including attendance at and community groups and forums to provide advice	
5	Work collaboratively with colleagues across the organization and Members and manage key relationships with internal and external stakeholders to build trust and influence decisions to assist the efficient and effective service delivery	
6	Contribute to corporate project groups, providing specialist advice and input to deliver high priority Council projects	
7	Supervise the work of planning interns, provide a learning and development programme and a work plan for them ensuring value for money for the Council and contributing to the success of the scheme as a future recruitment tool	
8	Make effective use of digital technology, driving innovation to deliver new ways of working	
9	Providing specialist advice and input to the development and delivery of policy	
10	Working within statutory, Council and Government guidelines and ensuring statutory compliance in the delivery of the service	
11	Fulfilling health and safety responsibilities to ensure health, safety and well being of self and colleagues	
<b>Supervision Received</b>		<a href="#">Reports to Team manager.</a> <a href="#">General guidance on progressing complex case work.</a>
<b>Supervision Given</b>		<a href="#">General and specific guidance based on all aspects of planning work provide to technical team, planning officers and planning interns - frequent.</a>

	<p>Ward Members – frequent and to advise on planning application details, processes and/or public engagement</p> <p>Residents and neighbours to application sites – frequent contact to advise on the planning process, legislative requirements, decisions, information requests and concerns.</p> <p>Parish &amp; Town Councils – frequent contact to provide guidance when requested.</p> <p>Internal consultees at all levels and across all areas of the Council – frequent contact to obtain comments on, and discuss planning casework</p> <p>External consultees – frequent contact to obtain and discuss comments on planning casework</p>
<b>Contacts &amp; Working Relationships</b>	<ul style="list-style-type: none"> <li>– Attendance at Committee meetings for example: Planning Committee to give professional planning and enforcement advice</li> <li>– Provides regular updates and advice on planning, enforcement and appeal work to Councillors and to Town and Parish Councils</li> <li>– Attends local community group meetings to provide planning advice.</li> <li>– Meets regularly with local residents and agents to discuss planning, enforcement and appeal matters.</li> <li>– Works closely with other Council teams within Planning Services, Place and Growth and the wider Council</li> <li>– External stakeholders/statutory bodies such as: Environment Agency, NatureSpace, Historic England to progress planning case work</li> </ul>
<b>Management of resources or budget</b>	<p>Ensures planning application fees and pre-application request fees are correct</p> <p>Seeks quotes from external consultants for specialist work in accordance with procurement regulations and ensures value for money</p> <p>Collects S106 and CIL money</p>
<b>Special Factors</b>	<p>Attends site visits and site meetings with councillors and external stakeholders.</p> <p>Attends site visits with neighbours and planning agents</p> <p>Attends evening meetings with Councillors, Town and Parish Councils and the public.</p> <p>Deals with difficult and confrontational situations. For example, angry residents where they are frustrated by breaches of planning control undertaken by their neighbour, or residents who have carried out development without planning permission and are required to take restorative action.</p> <p>Attends court to give evidence</p>

## Organisation Chart



## Person Specification

Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.

Qualifications	Essential	Desirable
	Postgraduate qualification in Planning which includes accreditation to the royal Town Planning Institute  Evidence of continuous professional development	Membership of Royal Town Planning Institute
Technical Skills.	Essential	Desirable
	<ul style="list-style-type: none"> <li>Very good IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel.</li> <li>Knowledge of PowerBi, Civica APP, NEC and ESRI</li> </ul>	Able to operate effectively in large, complex and political organisations

	<ul style="list-style-type: none"> <li>– Well-developed written and verbal communication skills</li> <li>– Able to work under pressure and meet deadlines</li> <li>– Presentation skills, able to engage an audience</li> <li>– Effective strategy and report writing skills, able to make recommendations for decision making</li> <li>– Ability to actively listen in order to extract and assess the important information, ask pertinent questions in order to seek clarification</li> <li>– Ability to interrogate &amp; analyse data &amp; information</li> <li>– Excellent negotiating and influencing skills, able to apply these across all areas of the council and with stakeholders/partners</li> </ul>	
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>– Good knowledge of Planning legislation and policy.</li> <li>– Good knowledge of Planning Practice Guidance</li> <li>– Knowledge of the Police and Criminal Evidence Act and Code for Crown Prosecutions</li> <li>– Knowledge of Procurement Regulations</li> </ul>	
<b>Experience</b>	<p>Experiencing of using judgement and problem solving to process a wide range of planning casework within timescales</p> <p>Experience of presenting at Planning Committee</p>	<p>Experience of giving evidence in court</p> <p>Experience of operating in a political environment</p>

	Experience of taking part in Inquiries and hearings	
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
<b>Completed by:</b>	Connor Corrigan	<b>Date: 1 May 2025</b>