

Planning Family

A job family is a method of defining jobs. The emphasis is on focusing on a group of similar roles rather than individual jobs. A job family considers how many levels of that type of work there are and describes the key factors that differentiate one level from the next. It can be used to provide a clear structure for defining how individuals may progress and develop, as well as providing a tool to allow managers to put the right people in the right job.

This document describes the Planning Job Family within Derbyshire County Council. Each level in this job family is differentiated by changes in accountabilities, technical knowledge and skills expected at each level. It can be used to identify and understand the work expected at each level and where individual roles fit against each level.

Each describes expectations, if required, relating to: people management, equality and diversity, health and safety and risk management.

The family's key characteristics are:

- Developing and delivering land use, environmental and other such plans for the County that support and conform to nationally and regionally agreed objectives.
- Providing a comprehensive planning service to enable specific developments within approved plans to proceed.
- Monitoring proposed developments for conformity to legal requirements and procedures.
- Providing guidance to the Council's Planning Committee on all planning applications.
- Deploying technical understanding of planning issues.

The levels of work are primarily dictated by the scale, breadth and complexity of the area or function being led or managed; or the complexity of planning issues requiring advice and guidance.

At the lower levels managers are provided with direction and support from senior members of the family who have overall accountability for the management function. Roles may have a focus on functional expertise applied widely in the Council; others a direct lead on a specific area of planning activity.

Members of the family include:

- Managers with responsibility for delegated areas of service.
- Technical specialists, planners and advisers.
- Staff who support the planning application process.

Job Family: Planning

Code: PLA13

Grade: 13

Level Purpose:

To manage a complex, specialist service area or team within planning services.

Overall:

Job holders at this level are senior managers responsible for leading the provision of a substantial part of planning services. They must have professional knowledge about theoretical concepts and principles within their specialised field. Jobs at this level are likely to organise and manage others, dealing with escalated issues.

The job holder is given some direction; thinks about further implications of activities over a longer period of time. Thinking at this level requires knowing your way around a wide range of procedures, answering questions about what needs to be done in a specific planning situation, which may have a significant degree of complexity. Job holders are required to make improvements within their area of work.

People Management

Lead, organise, develop and motivate employees within assigned function/service area specifically undertaking: management of performance, discipline and grievance, training and development requirements, absence management, recruitment and selection.

Equality and Diversity

Promote and role model a culture that supports the authority's Equality and Diversity policy to generate a positive environment.

Health and Safety

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Manage risk in relation to service delivery and contribute to the corporate risk management framework.

Representative Accountabilities & Responsibilities:

- Manage and motivate a multi-disciplinary team of staff maintaining a highly competent, creative and participative culture through visibly effective leadership
- Contribute to the development and implementation of relevant service and sectional plans and identification of long term resources
- Initiate, develop, recommend or implement policy and practice, at local, regional and national level, working collaboratively across the Service
- Provide response to more complex and contentious planning applications
- Provide expertise and specialist advice in area of work and maintain up to date understanding of legislation, current trends and initiatives
- Ensure Planning Services comply with legislation, regulations and local and national guidelines
- Manage and control devolved budgets
- Work closely with colleagues in the department, and in other service departments and partner organisations to deliver a high quality and consistent planning service to internal and external customers in accordance with legislation, best practice and planning guidelines
- Initiate, build and maintain effective working relationships with a range of external agencies and partnerships to share best practice and to deliver specific specialist projects
- Prepare complex reports and management information and present reports and evidence to decision making bodies including appeals and public inquiry hearings
- Take an active part in internal and external partnerships/Boards/Working Groups/Committees to inform, share best practice and provide advice and guidance
- Set targets and monitor performance to ensure service delivery

Typical Knowledge, Skills & Experience:

- Relevant professional qualification, and significant experience within specialist area
- Significant interpersonal skills/communication skills to negotiate with and influence internal and external stakeholders and range of partnerships
- Proven ability to manage and deliver a complex workload
- Ability to manage, and develop a team or teams of people, ensuring that all team members are valued and understand their contribution to the Service.
- In-depth knowledge of relevant legislation framework and processes and procedure
- Experience of applying national and regional awareness to problem solving and decision making in a complex political environment
- Experience of researching, analysing and diagnosing problems and issues and presenting innovative solutions based on sound judgement
- Experience of managing a devolved budget and/or fundraising
- Considerable experience of preparing evidence and representing a Planning Authority at public or planning meetings or hearings/inquiries
- Sound analytical skills to select, develop and assess the suitability of solutions to complex planning issues/projects
- Ability to produce long term plans to satisfy strategic objectives of Planning Services
- Ability to assess the impact of new legislation and regulations and to provide appropriate advice and actively promote compliance
- Ability to understand and explain highly complex planning/conservation law and practices to both technical and non-technical audiences in a persuasive manner

Job Family: Planning

Code: PLA12

Grade: 12

Level Purpose:

To manage or support projects and programmes within planning

Overall:

Jobs at this level are senior management roles, likely to involve co-ordinating services; working internally and externally to influence the development of services or delivery of projects and programmes. A wide knowledge of the Council and interrelationships with other services and departments is required

Job holders plan over a longer period and contribute to long term strategies. They may manage projects. Therefore the focus is on influencing and successfully managing others to achieve service efficiency and effectiveness.

People Management

Lead, organise, develop and motivate employees within assigned function/service area specifically undertaking: management of performance, discipline and grievance, training and development requirements, absence management, recruitment and selection.

Equality and Diversity

Promote and role model a culture that supports the authority's Equality and Diversity policy to generate a positive environment.

Health and Safety

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Manage risk in relation to service delivery and contribute to the corporate risk management framework.

Representative Accountabilities & Responsibilities:

- Contribute to the management of a function within specific area Undertake research, consultation and analysis to prepare detailed responses to highly complex planning applications
- Set targets and monitor performance in order to ensure service /project delivery
- Contribute to the development and implementation of policies or projects, working collaboratively with internal and external organisations and stakeholders as appropriate
- Monitor performance and undertake medium to long term planning to ensure efficient and timely responses to planning consultation enquiries/applications
- Prepare complex reports and management information and provide guidance to internal and external stakeholders
- Be a technical expert reference point in a particular specialism and provide advice and guidance to range of internal and external stakeholders
- Contribute to the delivery of a high quality and consistent service to internal and external customers in accordance with national, regional and local legislation and agreed service standards
- Represent Authority on joint working local/regional and national groups and on major projects/initiatives.
- Coordinate complex activities
- Build and maintain effective working relationships with various external agencies and partnerships to share best practice, to deliver specific specialist projects and to undertake regional development work
- Act as coach/mentor to support staff development and promotion of professional standards , ensuring that team members are professionally equipped and understand their contribution to the planning function and its broader impact
- Manage and control devolved budgets within own area

Job Family: Planning

Code: PLA12

Grade: 12

Typical Knowledge, Skills & Experience:

- Relevant professional qualification and significant experience within specialist area
- Thorough knowledge of relevant legislation, local, regional and national guidelines and regulations
- Experience of managing and motivating staff to achieve organisational objectives
- Sound professional reasoning skills to assimilate and analyse complex information to contribute to the development of relevant planning and environmental policies
- Experience of researching, analysing and diagnosing problems and issues and presenting innovative solutions based on sound judgement
- Good judgemental and diplomatic skills to assess if developmental proposals conflict or accord with planning policies
- The ability to build positive working relations with internal and external stakeholders
- Able to understand and explain complex planning/conservation law and practices to both technical and non-technical audiences
- Ability to produce medium term plans to satisfy strategic objectives of Planning Services
- Proven ability to work independently to plan and deliver work programmes within agreed timescales
- Proven ability to manage and monitor budgets

Job Family: Planning

Code: PLA11

Grade: 11

Level Purpose:

To focus on the delivery of projects and programmes; or contributing to overall delivery.

Overall:

Jobs at this level are likely to require a combination of applied and theoretical knowledge, though with an emphasis on practical applied knowledge. Job holders are authoritative on planning and project issues. Forward planning could be for months ahead, though job holders contribute to longer-term development.

Jobs require knowledge and experience to resolve complex issues; proactively anticipate problems and recommend solutions. Job holders may manage significant numbers of staff. Therefore the focus is on influencing and successfully managing others to achieve service efficiency and effectiveness.

People Management

Supervise, organise, advise and motivate a team, specifically undertaking: management of performance, discipline and grievance, training and development support, absence management.

Equality and Diversity

Actively support the authority's Equality and Diversity policy.

Health and Safety

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Identify opportunities and risks associated with the service and escalate/report to management.

Representative Accountabilities & Responsibilities:

- Supervision or management of a defined team providing clear organisation, direction and development.
- Assist in the development and implementation of service plan, strategy and associated policies and procedures through interpretation of legislation and guidelines, analysis of target indicators and local and regional best practice.
- Undertake research, consultation and analysis to prepare detailed responses to complex planning applications and to identify feasible design solutions which meet legislative requirements
- Project manage service specific projects and initiatives, ensuring consistent quality service is provided in accordance with legislative requirements, environmental/conservation/design issues and on time and within budget
- Provide expert advice and guidance in specialist area of work to colleagues within planning service, managers, developers, landowners and external agencies/organisations
- Determine and implement works to prevent land contamination from sites and manage waste site restoration works
- Analyse and interpret site data to review existing practices and ensure compliance with legislation
- Prepare and manage contracts and tender documents or contract payments within specialised area of work and negotiate with contractors where appropriate to reduce costs to the Authority and ensure timeliness of data for statutory reporting
- Budget monitoring, validating and reporting on financial data which represents significant financial revenue for the Authority
- Design, develop and implement ways of promoting uptake of specialist activities/advice within the planning service
- Maintain thorough knowledge of current issues, good practice and legislation within particular area of work
- Develop and maintain information systems to ensure data is recorded and stored in compliance with national standards and can be shared, as appropriate, with other agencies
- Establish and maintain effective working relationships with various external agencies and partnerships to share best practice, to deliver and monitor performance of specific projects, and to undertake local/regional development work
- Prepare complex reports and management information
- Present reports and evidence at public inquiries or meetings/consultations as required
- Coach and mentor colleagues within the technical area of expertise

Typical Knowledge, Skills & Experience:

- Relevant professional qualification and post qualification experience within specialist area of work
- Up to date knowledge of specialist functional area
- Ability to understand and explain complex information to a range of audiences
- Experience of researching, analysing and diagnosing problems and issues and presenting creative solutions/recommendations
- Very good interpersonal skills to negotiate/influence/guide at all levels of the organisation and with external partners/contractors
- Ability to communicate effectively using verbal, written or drawing/design skills
- Experience of interpreting and advising on range of information within specialist area of work
- Experience of contributing to development of service policies, procedures and practices
- Ability to build positive working relationships with a range of internal and external stakeholders
- Detailed knowledge of relevant current legislation, best practice, policies and procedures, including health and safety
- Experience of and ability to manage, motivate and develop a team.
- Financial experience or training sufficient to manage budgets where appropriate
- Experience of developing and managing large contracts and preparation of tenders as required
- Proven ability to work independently, to plan and deliver work programmes within agreed timescales and budget
- Commitment to provision of a professional, quality service and to continuous professional development

Job Family: Planning

Code: PLA10

Grade: 10

Level Purpose:

To manage small projects and initiatives; or contribute to larger projects and initiatives.

Overall:

Job holders at this level are likely to have relevant experience, to provide specialist knowledge on policies and procedures. It is important at this level to be able to communicate with service users and colleagues in a diplomatic and tactful manner; advise and guide colleagues on planning issues.

People Management

Supervise, organise, advise and motivate a team, specifically undertaking: management of performance, discipline and grievance, training and development support, absence management.

Equality and Diversity

Actively support the authority's Equality and Diversity policy.

Health and Safety

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Identify opportunities and risks associated with the service and escalate/report to management.

Representative Accountabilities & Responsibilities:

- Manage small, very specific projects/initiatives or contribute to larger projects/initiatives under the direction of line management
- Carry out skilled and complicated activities to deliver services within agreed resources and timescales
- Support the development of policies, frameworks and procedures as directed by line management
- Undertake research, and analysis to make recommendations on responses to planning applications
- Assist with responses to planning consultation process
- Process Planning Applications
- Prepare appeal statements and act as the Council's witness at public inquiries or hearings as required
- Prepare complex reports/documentation under the direction of line management
- Apply specialist technical knowledge and expertise to assess situations/problems, develop and recommend feasible solutions
- Maintain knowledge of current issues, good practice and legislation within particular area of work
- Liaise with internal/external colleagues, partners and contractors to ensure project and service delivery
- Provide advice to colleagues in other areas of the service, public, developers, operators and external bodies ensuring compliance with procedural, good practice and legislative requirements
- Management of staff including absence monitoring, appraisal, training, recruitment & selection.

Job Family: Planning

Code: PLA10

Grade: 10

Typical Knowledge, Skills & Experience:

- Relevant professional qualification and experience
- Highly developed interpersonal and communication skills to influence and motivate others
- Proven ability to work effectively either as part of a team or autonomously using initiative
- Comprehensive understanding of relevant methods, systems and procedures in area of work
- Ability to negotiate and persuade and build and maintain effective working relationships at all levels
- Proven research, analytical and presentation skills to contribute towards the diagnosis of problems/issues and the identification of solutions/recommendations
- Ability to work autonomously and with initiative to meet deadlines, targets and achieve service delivery standards
- Knowledge of risk assessment and health and safety issues related to area of work
- Experience of representing a planning authority or other party at a planning inquiry or public meeting as required
- Commitment to delivery of service improvements and quality standards
- Commitment to personal development
- Proven ability to supervise and allocate work to others, to monitor their performance, and if necessary, to take corrective action

Job Family: Planning

Code: PLA09

Grade: 09

Level Purpose:

To provide technical support and development to the service / area of work.

Overall:

Jobs at this level have an emphasis on practical applied knowledge of specialised methods and processes, dealing with day-to-day problems as referred by members of the team, judging when to involve more senior managers. Job holders are required to provide clear advice to internal and external customers, establishing and maintaining effective working relationships.

A well-developed knowledge of related activities in other areas is needed. Job holders assess the impact of their advice on the service area. They are required to manage their work independently, usually allocating and co-ordinating the activities of others.

People Management

Allocate work and monitor the standard of team performance and ensure resolution of any issues.

Equality and Diversity

Actively support the authority's Equality and Diversity policy.

Health and Safety

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Identify opportunities and risks associated with the service and escalate/report to management.

Representative Accountabilities & Responsibilities:

- Assisting with the processing of planning applications and appraisal of environmental statements on routine or less complex applications, including research and drafting of recommendations
- Support the planning consultation process
- Provide advice and support e.g. on planning applications, the planning process, application for grants for management of archaeological sites
- Prepare appeals under the written representations and hearings procedures and provide support in less straightforward cases
- Assist with the preparation of Development Plan Documents and provide support to the development of district councils and regional and sub region policy
- Assist with the preparation of detailed technical paperwork such as committee reports and planning documentation
- Develop and maintain sound knowledge of planning legislation and its practical application within local context
- Research and identify potential new archaeological sites in the County
- Work in collaboration with others to develop and maintain an electronic sites and monuments records system and ensure compliance with national standards
- Maintain good working relations with service users and colleagues across the function
- Develop a sound understanding of planning activities and their contribution to the Planning function
- Support the effective delivery of a quality planning service to ensure timescales and legislative requirements are met

Typical Knowledge, Skills & Experience:

- Newly qualified in specialist area, and, if applicable, relevant MRTPI entry qualification
- Effective interpersonal, including team working, negotiation and dealing with the public
- Knowledge of environment/heritage relevant to area of work e.g. archaeological monuments, site types and historic building types in England
- Ability to work autonomously and with initiative
- Knowledge of policies, systems and issues specific to area of work e.g. the planning system, environmental policy and sustainable development
- Ability to research, analyse and present information in a clear and concise manner
- Ability to assess sites and buildings visually and carry out site inspections/surveys/excavations
- Experience of working on development plans, and environmental policies
- Experience of meeting targets and deadlines
- Written and verbal communication skills and the ability to build relationships and influence others based on knowledge of the area
- Experience of/ability to supervise staff to meet organisational objectives

Job Family: Planning

Code: PLA08

Grade: 08

Level Purpose:

To provide technical support and develop the service / area of planning work.

Overall:

Job holders at this level are authoritative on procedures of some complexity and variety, with an in-depth knowledge and understanding of a particular functional area. Planning and organising is a key element: managing own time while remaining flexible and supportive to others is essential.

Jobs require a detailed understanding of relevant procedures; experience of appropriate work processes; and a full understanding of their importance to the overall work area. Successfully delivering outcomes may rely on successfully managing a team. Persuasiveness, assertiveness and sensitivity skills are required.

People Management

Instruct and guide colleagues in the distribution and conduct of work in the team.

Equality and Diversity

Act in accordance with the authority's Equality and Diversity policy.

Health and Safety

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Contribute to risk awareness in carrying out your duties and raise issues where appropriate.

Job Family: Planning

Code: PLA08

Grade: 08

Representative Accountabilities & Responsibilities:

- Provide operational support within area of expertise
- Process minor applications such as extensions and small variations or submissions on mineral and waste sites
- Assist with the preparation of the development plan
- Assess criteria, under direction from line manager, in order to provide recommendations and advice within area of expertise
- Support the consultation process
- Make site visits to assist, where applicable, with site investigations and the identification and resolution of planning problems/issues
- Assist with research and compilation of technical reports
- Build and maintain knowledge of local planning regulations, guidelines and environmental policies

Job Family: Planning

Code: PLA08

Grade: 08

Typical Knowledge, Skills & Experience:

- Part qualified or part completed relevant degree or equivalent
- A Levels or equivalent and relevant practical experience
- Good level of interpersonal skills
- Proven ability to work effectively as part of a team and able to work independently
- Ability to plan and organise own workload
- Confident IT skills
- Effective communication skills, able to explain technical information in a clear and concise manner
- Knowledge of relevant systems, processes and practices within specialism
- Ability to research, analyse and present information in a clear and concise way
- Ability to assess sites/buildings visually and, if required, to carry out site inspections/surveys

Job Family: Planning

Code: PLA07

Grade: 07

Level Purpose:

To provide general technical support within a specific area of planning services.

Overall:

Job holders at this level are experienced in resolving practical planning issues. They must have a thorough understanding of procedures for complex processes or systems.

Job holders plan and co-ordinate activities with minimum supervision in a well structured environment. This requires independent analysis and judgement. It may include situations where persuasiveness, assertiveness and sensitivity to the other points of view are often required to influence behaviour.

People Management

Allocate routine or basic work to team colleagues and co-ordinate the work tasks, under instruction.

Equality and Diversity

Act in accordance with the authority's Equality and Diversity policy.

Health and Safety

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Contribute to risk awareness through carrying out of duties and raise issues where appropriate.

Job Family: Planning

Code: PLA07

Grade: 07

Representative Accountabilities & Responsibilities:

- Provide general technical support within a specific area of the planning function
- Contribute to projects/initiatives within the planning function as directed by line management
- Assist in researching technical developments and issues, to develop and build knowledge within area of work
- Contribute to the preparation and presentation of reports
- Manage and maintain daily record systems to ensure all relevant information is accurately recorded and kept up to date
- Develop good working knowledge of relevant processes and systems
- Liaise with internal and external colleagues, organisations and the public to provide front line support service for specific area of work e.g. to advise on relevant processes and procedures
- Investigate and deal with enquiries within technical area promptly and efficiently
- Develop a good understanding of the Planning Service and its contribution to the organisation

Job Family: Planning

Code: PLA07

Grade: 07

Typical Knowledge, Skills & Experience:

- GCSEs and experience or significant experience
- Good graphics and/or GIS skills
- Ability to work as part of a team
- Confident IT skills and able to contribute to the development of systems specific to area of work
- Commitment to acquiring knowledge of relevant processes and procedures
- Problem solving ability
- Confident interpersonal and communication skills, able to explain technical issues in a straightforward manner
- Ability to research, analyse and present information
- Experience of managing and prioritising own workload and meeting deadlines
- Map reading skills