

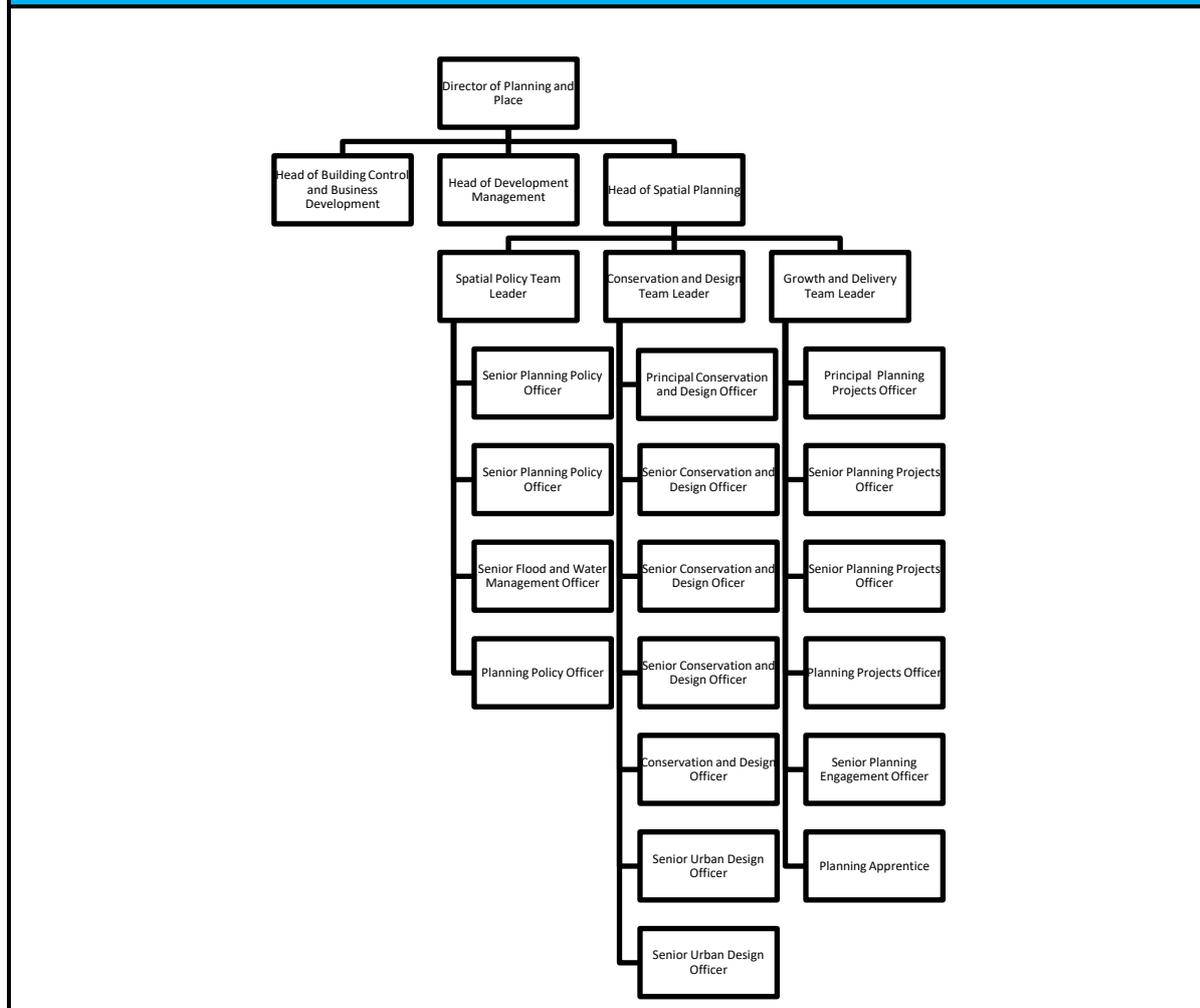
JOB DESCRIPTION

Job Title	Senior Planning Projects Officer
Department	Planning and Place
Section or Service	Spatial Planning
Grade	Grade F

DESIGNATION:

Responsible to:	Growth and Delivery Team Leader
Employees directly supervised (if applicable):	N/A

Family Tree (PROPOSED)



JOB PURPOSE:

To take a leading role on placemaking project delivery work such as improving the viability and vitality of town centres, with a strong focus on partnership and delivery. Bring sites forward for development in the borough or leading on certain aspects of the delivery of larger individual sites with a strong focus on delivery. To take a leading role in all aspects of placeshaping work including a community engagement programme, design guidelines, viability, infrastructure, employment initiatives, place making and site allocations, affordable housing delivery, environmental assessment and the production of a Supplementary Planning Document if required.

1. DESCRIPTION OF DUTIES:

- To work effectively regarding corporate projects for Place shaping and translating Council Plan priorities into a wider Place Strategy with an emphasis on engagement, partnership and delivery not only with our residents but our developers, landowners and institutions.
- Taking an effective role on the following work programmes:
 - The delivery of an effective and innovative Community/Business engagement strategy focused on the long-term involvement of local stakeholders in the delivery of a site or wider Place making project.
 - The delivery of a Design Framework that will ensure the optimum use of a site, creating a high quality place, integrating new development with existing communities and providing the necessary infrastructure to ensure a successful Place or development.
 - The effective use of internal/external funding sources and working in partnership with stakeholders to ensure that homes, infrastructure, place shaping, High Streets and town centre projects are delivered in a timely and effective way.
 - Unlocking stalled sites for housing or employment use in particular and ensuring optimum use.
- To work effectively across the department and Council to ensure the relevant people and skills are used to bring forward various aspects of a project/site development and ensuring an integrated approach to project/site delivery across departments.
- Liaising with and management of external consultants providing specialist expertise in respect of various aspects of a project/site delivery.
- The development and management of relationships with the landholders and other interested parties, to ensure that they have buy in to the delivery of the necessary infrastructure for the development of a project/ site.
- Taking an innovative approach to a project, looking for new ways of working to deliver sites and thinking about development beyond the planning process, to ensure that the Council do everything they can to assist in the delivery of the necessary homes for the Borough , but also place shaping to ensure that the character of places is strengthened by particular projects such as the improvement of the vitality and viability of town centres.

- Looking for opportunities to secure external funding to deliver infrastructure or additional projects that would aid in the delivery of growth initiatives for the Borough.
- Communicating effectively the role of a project within the Council's wider strategic objectives to a range of people and partners, both within and outside the Council.
- Fostering and developing relationships with relevant Councillors and other key stakeholders.
- Presenting at various internal and external meetings, including at Council committee meetings.
- Such other relevant duties as may be allocated from time to time

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Senior Planning Project Officer
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

A	<p>Equal Opportunities</p> <p>Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.</p>
B	<p>Qualifications</p> <ul style="list-style-type: none"> • Educated to degree level with a qualification in one or more of the following: Planning, Place shaping or related qualification and/or significant experience of working within the field

C	<p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • Knowledge of all relevant planning legislation, policies and procedures • Knowledge and awareness of current issues and developments affecting planning, growth, urban regeneration, and local government in London, but particularly in the borough • Experience of Town Planning work, including experience on larger scale projects, housing delivery and guidance production • Experience of providing advice to Councillors, senior officers, developers and the public on Placeshaping/ Planning issues • Experience of project proposals including the delivery of design frameworks and other design matters • Experience of viability and how this affects delivery • Experience of community engagement, particularly around housing delivery and/or Placeshaping • Experience of work at a high level of advocacy and sensitivity in dealing with contentious information, combined with a particular awareness of political sensitivities • Experience of project and programme development and managing client relationships • Experience of presenting persuasive arguments both in writing and verbally, including through presentations and be an effective and articulate communicator • Able to self motivate and cope under pressure, with excellent time management skills • A high level of IT literacy and familiarity with Microsoft office suite of software • Able to deal with and command respect from a wide range of people with diverse views and reach consensus
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Our Values & Behaviours	
D	<div style="border: 2px solid #00bcd4; border-radius: 10px; background-color: #00bcd4; color: white; text-align: center; padding: 5px; margin-bottom: 10px;"> PUTTING COMMUNITIES FIRST </div> <ul style="list-style-type: none"> • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input

<p>E</p>	<div style="text-align: center; border: 1px solid black; background-color: #00a651; color: white; padding: 5px; margin-bottom: 10px;"> <p>RESPECT</p> </div> <ul style="list-style-type: none"> • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people’s needs. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
<p>F</p>	<div style="text-align: center; border: 1px solid black; background-color: #00a6e3; color: white; padding: 5px; margin-bottom: 10px;"> <p>INTEGRITY</p> </div> <ul style="list-style-type: none"> • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
<p>G</p>	<div style="text-align: center; border: 1px solid black; background-color: #00a651; color: white; padding: 5px; margin-bottom: 10px;"> <p>WORKING TOGETHER</p> </div> <ul style="list-style-type: none"> • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.