

Job Vacancies



Principal Planning Officer
Permanent, Full Time – 37 hours per week
Salary: £49,282 - £50, 269 per annum

Development and Housing Directorate – Located in the heart of the Lancashire, Preston is a vibrant city with a rich history, beautiful landscapes, and a thriving cultural scene. We are seeking a well organised and motivated individual, who is an experienced Town Planning professional, to take up a Principal Planning Officer role with the Development Management Team.

The Principal Planning Officer will lead one of the area teams in Preston, delivering the Development Management function of the Planning Department. The role will involve handling a caseload of applications, attending Planning Committee and appeal hearings and inquiries and providing guidance to officers, Members and stakeholders. As such, you should have excellent communication and negotiation skills. The role will require you to have extensive knowledge and experience of the planning system as well as current planning legislation, policies and procedures. You will be able to act on your own initiative and have the ability to prioritise and work to deadlines.

As an employer we like to thank our employees for their hard work and commitment by giving them the opportunity to access a range of employee benefits including flexi time, hybrid working, a minimum of 30 days' annual leave (plus Bank Holidays), family friendly policies, access to an Employee Assistance Programme, Local Government Pension Scheme, AVC's, life assurance scheme, payment of professional fees, discounted parking, cycle to work scheme and discounted bus and rail fares.

International Sponsorship – this role is not open to International Sponsorship.

For an informal chat about the role please contact Phil Cousins, Development Management Team Leader on 01772 906584 or p.cousins@preston.gov.uk. To obtain further details and apply online please visit our website www.preston.gov.uk.

EMPLOYEE SPECIFICATION



Preston
City Council

Dept: PLANNING		Section: DEVELOPMENT MANAGEMENT
Post No: DEDM01002	Designation: PRINCIPAL PLANNING OFFICER	Grade: 13 SCP 38 - 39

Qualification:

- (E) A Degree or Diploma in Town Planning or relevant subject, recognised by the RTPi.
- (E) Membership of Royal Town Planning Institute.
- (D) A qualification in Management.

Knowledge/Skills/Abilities:

Knowledge:

- (E) Extensive knowledge of best practice and the legislative basis for Town Planning.
- (E) Interactions between Development Management and the other divisions of the Planning Department and the wider contribution the planning service makes to the Council.
- (E) Methods of and a commitment to improving performance and delivering value for money.
- (D) An understanding of the Council's policies, procedures and regulations which are relevant to the work of the division.

Abilities:

- (E) To manage, motivate and guide staff to provide an efficient, effective and continuously improving Development Management function.
- (E) To work within and manage a team whilst using individual initiative.
- (E) To analyse and assess complex issues and give clear recommendations and advice both in writing and verbally to all stakeholders.
- (E) To negotiate improvements to schemes, planning obligations and enforcement issues.
- (E) To deal firmly and diplomatically with all stakeholders.

Skills:

- (E) Good organisational skills with an ability to work to timescales, set targets and work under pressure to achieve them.
- (E) Effective analytical and judgemental skills to enable the assessment and interpretation of complex planning related information.
- (E) Highly developed interpersonal and communication skills to advise, collaborate and negotiate with applicants, partners and stakeholders of the Planning service as well as with colleagues across the Council.
- (E) Good presentation and computer skills and the ability to use appropriate ICT systems to enhance service delivery.

Experience:

- (E) Significant post qualification experience working in Development Management.
- (D) Experience of being in a supervisory role allied to the work of a Planning Department.
- (D) Experience in the use of motivational and leadership techniques to achieve high quality results and desired outcomes.

Special Requirement:

- (E) The post holder should be able to undertake site visits and property inspections.
- (E) To attend meetings as appropriate outside the parameters of the flexi-time system.
- (D) Full, UK Driving licence.

NB E Essential
D Desirable

Date Produced: June 2025

JOB OUTLINE



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Post No: DEDM01002	Designation: PRINCIPAL PLANNING OFFICER	Grade: 13 SCP 38 - 39

Purpose of Job:

To assist in the management of staff and workload of the Development Management division to efficiently and effectively deliver the core planning services, the Council's main aims, Key Work Areas and Operational Targets as set out in the Corporate Plan and Department's Service Delivery Plan.

Main Duties/Responsibilities:

1. Under the supervision of the Assistant Director (Head of Development Management and Building Control), to undertake day to day management of one team and provide professional advice to other officers, Members and stakeholders in respect of all Development Management functions.
2. Handle a caseload of the full range of Development Management and enforcement work including planning and other applications of a complexity commensurate with the level of the post and to enable continuing professional development.

Including the following:

Management Duties

1. To assist and deputise for the Assistant Director (Head of Development Management and Building Control) to manage the Development Management Department effectively by satisfactorily demonstrating the following competencies:
 - (a) **Communication**
Ensure effective communication between the Assistant Director (Head of Development Management and Building Control) and all staff in relation to current and future workload priorities and resource needs.
 - (b) **Innovation and Change**
Initiate, facilitate and manage change so that staff participate in and understand changes in priorities and workloads
 - (c) **Planning and Managing Resources, Performance and Delivery**
Plan the workload of the teams in a way which maximises the use of Council resources whilst maintaining both a quality service and quality outcomes.
Assist in the recruitment of staff
 - (d) **Alliance Building/Team Working**
Foster team building and collaborative working, taking a balanced view of stakeholders needs and promote a positive view of the service at all times
 - (e) **Lead and Motivate**
Champion the technical work of the Division at all times.
Give effective direction to the teams and make balanced, fair and objective decisions
Motivate and support staff in their work and personal development

(f) Decision Making/Problem Solving

Provide direction and clarity to staff keeping them informed on key decisions and priorities. Take a broad perspective of the planning service and generate innovative solutions to problems.

Assess the impact/risks of decisions taken.

Resolve problems/conflicts through negotiation in a fair and consistent manner.

(g) Self-Management

Exhibit self control and confidence.

Effectively manage the use of time and resources.

Pursue opportunities for personal and team development.

2. To work with, support and deputise for the Assistant Director (Head of Development Management and Building Control) in the day to day working of the Department.
3. To provide professional advice to and negotiate with, where necessary, other officers, members and stakeholders in respect of all Development Management functions.
4. The application of the Council's policies, procedures and regulations in all aspects of the Division's work.

Technical Duties

1. To provide clear advice and instructions to technical and administrative staff who are not directly managed by the post holder(s).
2. To present and advocate the Council's position in Committees, Court, Tribunals, Public Inquires and informal hearings.
3. To take a broad perspective of all aspects of the planning service and ensure that the work of the Division is integrated with and supports the whole Department.
4. To undertake appropriate continuing professional development in accordance with an explicit plan.
5. To implement appropriate policies and procedures to ensure quality in both outcomes and service delivery processes.

In addition, other duties at the same level of responsibility may be allocated at any time.