

# Senior Planning and Project Officer

Reports to: Senior Planning and Project Officer

Direct reports: None

Evaluation: **625 points**

Grade: **N9**

Reference: **AA4044**

## Purpose

As a senior member of the team to support the day to day operation of the service in particular by helping to determine and deliver priorities in Planning and the delivery and implementation of key cross cutting projects and developments

## Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. Undertake work on national, regional and local planning policy development, guidance preparation and the implementation of projects.
2. Actively support the Assistant Director, Senior Specialist and Team Managers in delivering divisional wide programmes and projects to meet service and financial objectives.
3. Ensure programmes are compliant with recognised programme and project management frameworks and take responsibility for overall monitoring, risk management and delivery.
4. Account for, report on and monitor progress on agreed expenditure in respect of work and projects within the service area.

5. Undertake shared responsibility for the development of Planning policy and strategy input into Council policies and corporate programmes as agreed.
6. To attend City Council meetings and to appear at Public Inquiries or Public and Member Meetings to represent the Authority's or Directorate's case.
7. Provide a high level of Professional expertise and experience to the team and give the staff adequate and appropriate support, advice, coaching and mentoring on day to day operational matters and assist with workload management and supervision.
8. Develop effective relationships and collaborative working with relevant internal and external stakeholders including members and carry out effective negotiations.
9. To implement statutory regulations as required.
10. Ensure good internal and external mechanisms are in place for all policies and projects to deliver effective communication and engagement with all stakeholders.
11. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
12. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.