

# Job Outline

<b>Post:</b>	Principal Planner – Local Review Body
<b>Location:</b>	*Flexible/home working (hybrid model)
<b>Hours:</b>	17.5 per week
<b>Duration:</b>	Permanent
<b>Service:</b>	Performance and Governance
<b>Grade:</b>	HC10 £41,477 - £45,354 p.a. pro rata (£20,738 - £22,677 17.5 hours per week)
<b>Contact:</b>	Stewart Fraser, Head of Corporate Governance e-mail: <a href="mailto:stewart.fraser@highland.gov.uk">stewart.fraser@highland.gov.uk</a>

\*This is a hybrid role with flexible home and office working

## Job Purpose :

To provide advice to the Local Review Body and coordinate the Council's response to planning appeals.

## Further Information:

A unique opportunity has arisen for a driven and experienced planner to act as independent planning adviser to the Local review Body and to take lead responsibility for the management of the Highland Council's appeal processes. You will be a skilled communicator with excellent organisational skills.

This is a permanent, part-time position and we can work flexibly around other commitments the post holder may have. The post lends itself for virtual or remote working with only limited attendance required principally to support meetings of the Local Review Body.

We are an Equal Opportunities employer and are committed to improving the diversity of its workforce. We welcome applications from people from all backgrounds, representative of the communities we serve. We champion diversity, inclusion and wellbeing within the workplace

## **Employee Benefits:**

The Highland Council is committed to their employees and offers an excellent benefit package that can include:

- Flexible working patterns including both full-time and part-time opportunities. We want to accommodate the right candidate for the post and we are able to assist life style choices and other commitments you may have.
- Competitive salary with an incremental scale and annual pay review.
- Wide range of learning and development opportunities with an annual review to discuss career opportunities and progression.
- 27 days paid holiday plus 7 Public paid holiday (pro rata for part-time staff), rising to 32 days paid holiday (pro rata for part-time staff) after 5 years continuous service at the commencement of the next leave year.
- Pension Scheme, including employers' contribution of 19.5%
- A genuine commitment to the health and wellbeing of our employees with access to the new Employee Assistance Programme.
- Family Friendly staff policies including Parental Leave.
- Employee discount/reward schemes from major and local retailers.
- Cycle to Work scheme.

We set high standards and aim to provide an excellent service for our customers, be they members of the public, applicants or Members

### **1. Job Description – Key Duties and Responsibilities**

Acting as the Planning Adviser to the Local Review Body (LRB) will involve:

- offering advice on national and local planning policy and guidance to assist the LRB determine applications for the review of decisions (or failure to make decisions within the statutory period) by officers in respect of local developments (and any further extension of the LRB's remit);
- ensuring that the Council fulfils all statutory and other legal requirements in respect of LRB duties in terms of the Town and Country Planning (Scotland) Act 1997 (as amended) and regulations made thereunder.
- responsibility for the analysis of planning decisions and to liaise with the Planning Service to improve consistency in the determination of planning applications



- when Local Review Body workload permits, responding to appeals lodged against committee decisions that have overturned the planning officer's recommendation.

## **2. Other Duties**

- The post holder may be required to undertake any other duties appropriate to the level of the post.
- Duties and responsibilities will vary from time to time.

## **3. Person Specification**

### **Qualifications & Experience**

- A degree in Town Planning
- Post qualification experience in a wide range of planning work, including development management.
- Chartered Member of the RTPI.

### **Essential Attributes**

- Excellent communication skills.
- The ability to perform under sustained pressure.
- IT skills and proficient in all Microsoft applications.
- Experience of committee presentation.

### **Skills/Abilities (specific to post)**

- Sound knowledge of Development Management and its procedures and administration, and relevant related planning functions.
- Able to be flexible and undertake a varied workload.
- Able to work autonomously with a minimum of supervision.

### **Interpersonal and social skills**

- An ability to engage and communicate clearly with Review Body Administration Team and elected Members.
- Strong commitment to highest standards of service delivery and performance improvements.
- Highly motivated.
- Ability to manage own workload and interact well with other staff.



#### 4. Health and Safety

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council
- Have an understanding of the importance of Health and Safety in the workplace, and familiarise themselves with the Highland Council's Health & Safety Procedures.

