

## Job Description

<b>Job Title:</b> Senior Infrastructure Planner	<b>Service Area:</b> Planning & Development	
<b>Directorate:</b> Inclusive Economy & Housing	<b>Post Number:</b> 10026530	<b>Evaluation Number:</b> PO2 - JE7249 PO3 - JE7250
<b>Grade:</b> PO2-PO3	<b>Date last updated:</b> April 2024	

**People at the heart of everything we do**  
We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

**Equality and diversity**  
We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

**Protecting our staff and services**  
Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

**Corporate parent**  
We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

## Overall Purpose of Job

1. To be an active and integral part of a team responsible for infrastructure planning on behalf of the local planning authority.
2. To update, maintain and interrogate the Council's business systems and other databases with information related to infrastructure planning and delivery; including updating processes and contributing to or leading on changes to our ways of working.
3. To make sound and robust assessments and recommendations on the information provided by infrastructure providers and internal service areas to consider the need for and the timeliness in delivery of relevant infrastructure to support growth in the borough.
4. Act as an advocate for the local plan's extant evidence base to critique the assumptions made by stakeholders on the importance and funding intentions of planned infrastructure.

## Job Summary

The post holder reports to the Infrastructure Planning Team Leader.

The post holder has no line management or budget responsibility.

The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.

The post holder will provide effective scrutiny of financial budget monitoring by Service Areas and work closely with their Finance officers to ensure delivery of necessary infrastructure in the Borough, in accordance with the legally binding agreements and the Council's governance processes.

This post will contribute towards expenditure of £100m+ of cash and benefits-in-kind for the benefit of Newham's residents.

## **Grading**

A postholder's starting salary and grading will be based on both qualification and experience at the time of employment, in addition to an assessment of their competence against the job description including 'Person Specification'.

The responsibilities and expectations pertaining to each grade are outlined below in the 'Key Tasks and Accountabilities' and 'Person Specification' sections. Officers will normally start at the bottom of the salary scale band within the grade that they qualify for.

## **Key Tasks and Accountabilities:**

*Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.*

### **To undertake all responsibilities listed below:**

1. To interrogate, update and maintain a range of databases and business systems related to infrastructure provision.
2. To liaise with all relevant service areas of the Council and third party infrastructure providers about their plans for investment and the need for enhancements to existing or plans for new infrastructure.
3. To update the infrastructure plan and retain records of evidence gathered from providers.
4. To work in close liaison with finance officers on the council's capital strategy and capital plan.
5. To provide regular reports to Members, senior officers and other interested parties on infrastructure planning matters – seeking to inform and influence as relevant.
6. To prepare and present evidence for appeal hearings and enquiries, court hearings, or planning policy matters, as related to developer contributions or infrastructure planning.

7. To assist and contribute to the development of the Local Plan and other planning guidance as it relates to developer contributions or infrastructure provision.
8. To take part in and actively contribute to the preparation for public consultation and engagement exercises relating to the development and review of local planning policies and other guidance as it as it relates to developer contributions or infrastructure provision; including neighbourhood CIL matters. Undertake public engagement events with our residents and other relevant stakeholder groups in virtual, hybrid or in-person events.
9. To draft reports, briefing notes, evidence, discussion papers, etc. on infrastructure planning matters.
10. To contribute on the preparation of policies, procedures and guidance notes and the development of quality assurance and system manuals on good practice for all developer contributions matters.
11. Draft responses to enquiries, complaints, FOIA/EIR requests, members enquires.
12. To manage a caseload meeting statutory and corporate deadlines and to meet all performance targets set nationally and locally.
13. To provide advice and guidance to all other service users including consultants, developers, officers in the service and in other departments, residents, traders and business on infrastructure planning matters and signpost to developer contributions or planning policy.
14. To provide training and mentoring to junior staff or other persons as required, to deputise in the absence of more senior staff to ensure targets are met.
15. To support the development delivery service or planning policy team to provide effective scrutiny of funding requests by service areas or infrastructure providers to ensure delivery of necessary infrastructure in the borough, in accordance with good governance of developer contributions or negotiation of deeds of planning obligation.
16. To represent the service at Cabinet, Committee and Members' Forum such other decision making and advisory structures as emerge or are relevant.
17. To effectively and independently manage a demanding and complex workload of infrastructure planning work, requiring professional and technical expertise and judgment.
18. To undertake assessments, manage priorities, make recommendations and resolve problems without always referring to senior officers.
19. To contribute to and lead on the delivery of service improvements and to exhibit self-motivation to achieve such improvements.
20. To provide specialist technical advice and guidance to all other service users including consultants, developers, officers in the service and in other departments, residents, traders and business on infrastructure planning matters.
21. To take decisions on all matters delegated to this post, using discretion and professional judgement to deliver a pragmatic and effective approach to service delivery, and facilitate conflict and problem resolution.
22. On occasion to supervise, as delegated by the Principal Planner or Manager, other more junior staff within the team.

23. To be the team's lead on a theme of infrastructure planning working including the production of an element of policy work (defined by topic), including monitoring, evidence development, policy drafting through the Council's governance processes.
24. To develop and maintain effective communications, liaison and working relationships, both internally and externally, and with elected members, community and business partners, relevant organisations and individuals.
25. To liaise and foster strong working relationships with other external agencies (including GLA/TfL) and to ensure that all legal and contractual obligations and deadlines with these stakeholders are met.

### PO3

All duties above as relevant and at suitable level of complexity along with the following:

26. On occasion to supervise, as delegated by the Principal Planner or Manager; and to manage and lead, with no supervision, on all infrastructure planning matters ensuring accurate and timely responses or recommendations to the relevant delegated officer.
27. To give technical guidance and advice to other team members and other stakeholders in the interpretation of complex developments, points of law and technical developments in relation to developer contributions work.
28. To motivate and develop the performance of internal colleagues and other key internal and external consultees and stakeholders including the more junior staff.

### All Levels:

- 1) To ensure flexibility, a positive attitude and ability to adapt to changes due to service needs.
- 2) To deal with people at all levels internally and externally confidently, sensitively and diplomatically, building and sustaining effective relationships with all stakeholders.
- 3) To attend meetings (including committees, public consultation and other public meetings, external and internal agency and partnership meetings, etc) as required from time to time both during and outside of normal working hours, and to give assistance and advice commensurate with the post holder's grade and level of responsibility.
- 4) To keep up-to-date with current developments in the field of planning, developer contributions and infrastructure planning; and relevant case-law, legislation, policy advice and/or guidance and consultation on proposed amendments to anything which may impact service delivery.
- 5) To continuously evaluate work in own area of responsibility, to identify, as appropriate, potential areas for improvement and work closely with line management to identify personal development needs in relation to job role and ensure own continuing professional development to meet those needs.

## Person Specification

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### IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted.

Please give specific examples wherever possible.

### EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA- Essential	METHOD OF ASSESSMENT
<b>KNOWLEDGE:</b>	
Knowledge and understanding of:	
<ul style="list-style-type: none"> <li>Relevant planning legislation and related guidance.</li> </ul>	Application, Interview and Test Interview
<ul style="list-style-type: none"> <li>Local government, the communities it serves and the services it provides.</li> </ul>	Interview
<ul style="list-style-type: none"> <li>Political awareness about the issues facing local government.</li> </ul>	Interview
<ul style="list-style-type: none"> <li>The local planning authority's responsibilities and functions.</li> </ul>	Application, Interview and Test
<ul style="list-style-type: none"> <li>The charging and collecting authority's responsibilities and functions in London.</li> </ul>	Application, Interview and Test
<ul style="list-style-type: none"> <li>The importance of customer satisfaction with a strong customer focused attitude.</li> </ul>	Application, Interview and Test

CRITERIA- Essential	METHOD OF ASSESSMENT
<p>Deep and thorough knowledge and understanding of the points above.</p> <ul style="list-style-type: none"> <li>• A knowledge of the practical application of the legislation and standards relating to the Planning Act, Town and Country Planning Act; Community Infrastructure Levy Regulations and knowledge of national and local government policies on regeneration and economic development.</li> <li>• A knowledge of how to devise innovative solutions for service delivery.</li> <li>• A knowledge of how to proactively implement legislative or administrative changes affecting the service.</li> <li>• Understanding of the issues and financial constraints facing local government and how this impacts on the local planning authority and charging authority.</li> <li>• Understanding of how to negotiate and secure revenue and cost savings measures through planning processes.</li> </ul>	<p>Application, Interview and Test</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application, Interview and Test</p> <p>Interview</p> <p>Interview</p>
<b>QUALIFICATIONS:</b>	
<ul style="list-style-type: none"> <li>• Evidence of numeracy, literacy, professional skills and knowledge needed to carry out the duties of the post through: <ul style="list-style-type: none"> <li>a) a recognised degree or post graduate qualification in Town Planning; and/or MRTPI (chartered member of the Royal Town Planning Institute) or eligible for membership.</li> </ul> </li> </ul>	<p>Application</p>
<b>EXPERIENCE:</b>	
<p>Experience of:</p> <ul style="list-style-type: none"> <li>• Developing good working relationships with a wide range of internal bodies, external customers and other stakeholders as part of developing effective service delivery.</li> <li>• Assessing and presenting financial information in reports.</li> <li>• Writing reports which provide a robust assessment and recommendation to a decision maker; presenting these reports as necessary.</li> <li>• Presenting information in reports, briefing notes, presentations to a range of audiences.</li> <li>• Preparation of reports to provide an overview of infrastructure planning to different professional and</li> </ul>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application, Interview and Test</p> <p>Application, Interview and Test</p> <p>Application, Interview, Test</p>

CRITERIA- Essential	METHOD OF ASSESSMENT
<p>resident audiences; and presentation of reports at meetings or committees for information or to facilitate a decision.</p> <ul style="list-style-type: none"> <li>• Experience of working in an urban planning context.</li> <li>• Land use planning in order to develop and achieve local strategic objectives.</li> <li>• Experience of providing advice to developers, land owners or planning agents to support the optimisation of infrastructure delivery.</li> <li>• Experience of providing high quality advice to Councillors and other stakeholders.</li> <li>• Preparation and presentation of Committee and management reports.</li> <li>• Successful innovation, initiative and consistent achievement in a public sector environment</li> <li>• The application and development of IT solutions in a changing environment</li> <li>• Experience of managing a varied, high and complex caseload of casework</li> <li>• Experience of representing the local planning authority, charging authority or collecting authority at committee, hearings, enquiries, examinations as pertinent to expected relevant role.</li> </ul> <p><b>PO3</b></p> <p>Deep and thorough knowledge and understanding of the points above and:</p> <ul style="list-style-type: none"> <li>• Experience in negotiating planning obligation to ensure they optimise the delivery of development plan policies – as it relates to infrastructure provision or otherwise.</li> <li>• Experience of staff supervision, training and/or mentorship.</li> <li>• Experience of mainstreaming equalities issues.</li> <li>• Experience in successfully leading project work such as service improvement projects.</li> <li>• Experience of / involvement in multi-agency partnership projects or programmes.</li> </ul>	<p>Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Interview and Test</p> <p>Application and Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application, Interview and Test</p> <p>Application and Interview</p> <p>Interview and Test</p> <p>Application and Interview</p> <p>Application and Interview</p>
<b>SKILLS AND ABILITIES:</b>	
<ul style="list-style-type: none"> <li>• Good report writing skills and the ability to prepare briefing notes and other documents or research reports, in clear and concise English.</li> </ul>	<p>All: Test and Interview</p>

CRITERIA- Essential	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> <li>• Proven organisational skills with ability to effectively use own initiative and time effectively to manage workloads and prioritise tasks to meet strict deadlines and respond flexibly to frequently changing needs and priorities.</li> <li>• Excellent communication and inter-personal skills (verbal and written).</li> <li>• Ability to use effective means of communication in order to resolve problems and conflicts and negotiate suitable outcomes for the Planning &amp; Development service.</li> <li>• Ability to work collaboratively with a range of internal services, external agencies, and community organisations in a facilitating, enabling and advisory capacity.</li> <li>• Ability to use initiative to identify solutions to problem solving and demonstrating a 'can-do' attitude to improvements in service delivery.</li> <li>• Ability to assist in identifying need for change and to introduce and manage changes designed to improve service delivery.</li> <li>• A good understanding of own strengths and development needs together with a commitment to self-improvement.</li> <li>• Proficient in the use of information technology, including generating written reports, use of databases and spreadsheets, and use of internet, email and virtual platforms such as MS Teams, Zoom and/or Skype.</li> <li>• Ability to demonstrate an understanding and commitment to equality, diversity and inclusion.</li> <li>• Ability to quickly assimilate and analyse complex verbal and numerical information; drawing conclusions and deciding priority actions.</li> <li>• Ability to link corporate priorities and objectives to the work and output of the team.</li> </ul>	
<b>PERSONAL STYLE AND BEHAVIOUR:</b>	
<ul style="list-style-type: none"> <li>• Identifies personally with the aims and objectives of the Council and is committed to their promotion and achievement.</li> <li>• Creative and innovative in solving complex problems.</li> <li>• Polite, helpful and professional in approach to communicating with people.</li> <li>• Persuasive and able to manage and resolve conflict.</li> <li>• Probity and honesty.</li> <li>• Politically aware.</li> <li>• Have resilience and ability to work effectively when</li> </ul>	All: Test and Interview

CRITERIA- Essential	METHOD OF ASSESSMENT
<p>under pressure.</p> <ul style="list-style-type: none"> <li>• Logical thinker with attention to detail.</li> <li>• Committed to the achievement of equal opportunities.</li> <li>• Recognises and champions the need for continual self-improvement and development.</li> </ul>	