THE HIGHLAND COUNCIL
INFRASTRUCTURE, ENVIRONMENT AND ECONOMY

JOB SPECIFICATION

Post Designation: Principal Planner – Development Plans

Grade/Salary: HC10 - £47,847 - £52,325 per year

Date Spec Completed: November 2024

Location: Highland Council HQ, Inverness

Responsible to: Development Plans Manager

Job Purpose To play a key role in coordinating the preparation of the new style development plan and the delivery of major development and regeneration across Highland.

Accountabilities:

1. To work collaboratively with communities, Council Services, Key Agencies and community planning partners in coordinating the preparation, maintenance and delivery of the Council's Development Plan and Delivery Programme in line with appropriate regulatory requirements.
2. To coordinate the preparation and engagement on various associated land-use planning and regeneration documents, masterplans and Development Briefs.
3. To undertake effective consultations, surveys, research and intelligence gathering, and to empower communities, to inform planning strategy, delivery and decision making.
4. To assist in the delivery of the pre-application advice service and contributing and responding to development management casework to the highest professional and technical standards.
5. To mentor/supervise the day to day working arrangements of the team's planning and technical staff.
6. To prepare and present reports on Development Plans and major projects and applications to various Council Committees in accordance with the Council's Scheme of Delegation, and liaise with Elected Members.
7. To have an awareness of the structure and basic principles of Enforcement and Building Standards functions.
8. Carry out any other duties assigned by the team manager.

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PERSON SPECIFICATION

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Date Spec Completed: November 2024

Location: Highland Council HQ, Inverness

Responsible to: Development Plans Manager

Essential Attributes

1. Wide ranging knowledge and experience of the planning process, regulations and statutory advice and Development Planning
2. Educated to degree level in an appropriate discipline, accredited by RTPI
3. Full membership of the RTPI and evidence of a commitment to continuing professional development
4. Highly motivated and able to carry out a varied workload with minimum of supervision
5. An ability to relate well to and lead and motivate staff
6. High standard of written, graphical and oral communication skills
7. Ability to communicate effectively with customers and elected members
8. Good IT skills and ideally experience of software related to development planning and Geographical Information Systems (GIS)
9. Good analytical skills
10. You will be expected to travel efficiently and effectively between various work locations within Highland to meet the operational requirements of the Service
11. Dedication to high quality customer service and optimising performance