

Department: Planning & Transport
Contact Officer: Laurence Moore
Telephone: 01753 875346

28th June 2019

Dear Applicant

11-1324 Senior Planning Officer x4

Thank you for the interest you have shown in this opportunity to work at Slough Borough Council.

People are proud to live and work in Slough where diversity is celebrated and where residents can enjoy fulfilling prosperous and healthy lives. Our vision is to make a difference to our communities and our environment by taking pride in Slough. All of our employees, whatever their job, contribute to delivering services to local people - either directly, or by supporting colleagues. Join our team at Slough Borough Council and see why we are proud to be Slough.

This Information Job Pack gives a full explanation of the job and working at Slough Borough Council, which I hope will encourage you to apply for the post.

To apply please complete an application form and send it by email to recruitment@slough.gov.uk or post it to the Recruitment Team, Slough Borough Council, Arvato public sector services, Phoenix 1, 59-63 Farnham Road, Slough SL1 3TN

This is an open advert and interviews will be held following receipt and assessment of suitable applications.

If you would like to discuss this position on an informal basis please contact me on 01753 875346.

I look forward to receiving an application from you.

Yours faithfully

Laurence Moore
Planning Manager

KEY DATES

This is an open advert and interviews will be held following receipt and assessment of suitable applications.

To apply for this post you must complete a Slough Borough Council **application form**. You may submit a CV in addition to your application form. Please note that a CV alone will not be accepted as they do not meet our assessment criteria and commitment to equal opportunities.

Completing Application Forms

Particular attention should be given to the Supporting Information section within the application form. Shortlisting is based on the candidate's ability to meet the selection criteria within the person specification. Therefore, it is essential that you outline clear examples and evidence of how you meet the requirements of the person specification. Examples and evidence should also relate back to the duties/accountabilities contained in the job description.

It is important that you complete ALL sections of the application form; you can attach additional information if you wish.

Recruitment Monitoring Form

Please complete our Recruitment Monitoring Form as this provides us with important information to monitor the process of the appointment of individuals under current legislation and our equal opportunities policy. This form will be separated from your application form and will not be used for shortlisting or selection purposes.

Reply Details

Your application form must reach us by closing date. Applications received after this date will not be considered. Application forms should be returned by:

- a) **E-mail: recruitment@slough.gov.uk**
- b) **Post: Recruitment Team, Human Resources, Slough Borough Council, Arvato public sector services, Phoenix 1, 59-63 Farnham Road, Slough SL1 3TN**

Further Information

Should you have any queries relating to any aspect of this appointment process, or require additional information, then call the Recruitment Team, direct line (01753) 875074, at Slough Borough Council.

Next Steps

If you are selected for interview we will contact you by telephone and confirm the details in writing.

If you have not heard from us within 4 weeks of the closing date, please assume that, on this occasion, your application has been unsuccessful.

Why we are proud to be Slough

Your career

Our employees choose to work in Slough because it offers many opportunities to develop your career and enhance your skills in an area that has much to offer.

We offer a range of benefits including:

- Local Government pension scheme
- Flexible working
- Health promotion days
- Discounted gym membership
- Access to learning and development

Our vision is “People are proud to live in Slough where diversity is celebrated and where residents can enjoy fulfilling, prosperous and healthy lives.”

The Borough

Slough Wellbeing Board is our umbrella partnership, bringing together local decision makers in a holistic approach to improve the wellbeing of communities. The Board oversees Slough Joint Wellbeing Strategy, which was agreed in 2013.

The wellbeing strategy has five priorities:

- Economy and Skills
- Health and Wellbeing
- Housing
- Regeneration and Environment
- Safer Communities

World-class businesses

Slough is an important commercial centre and we have Europe's largest trading estate in single ownership and a thriving and growing town centre. A wide range of well-known companies have their base in Slough.

Slough shares many similarities with some London boroughs and has an exciting cultural centre, with emerging young talent joining the more established cultural industries to create new and exciting work and leisure opportunities.

Culture in Slough

Slough has a population of 147,187 people and is a culturally diverse town with a range of communities. Two thirds of our population are from black and minority ethnic communities and the borough has a younger than average population structure.

Slough has many parks, open spaces and waterways to complement the urban feel of the town.

The town centre has two indoor shopping complexes. The pedestrianised piazza is the platform for entertainment, events and festivals in the town and is surrounded by more than 300 shops, restaurants and pubs. The diverse cultures of Slough offer an exciting mix and range of restaurants, serving most foods.

Well connected

Slough is integrated into the heart of the UK transport and communications network, located between the M4, M40 and the M25. Slough is in the M4 corridor, close to Heathrow Airport and within easy access of the M40 to the Midlands, the M1 to the North, the M3 to the South and the M25. Trains run from Paddington to Slough Station every 15 minutes.

With more than 3,500 parking spaces in the town centre, people from around the region are choosing to come to Slough for work, culture or life.

Senior Planning Officer

LEVEL 7 (Career Grade)

Effective Date: August 2007 – JE Number 0505

Organisational Context

We have ambitious plans for the town. We are investing in our infrastructure from schools, health and leisure, to transport and housing. The arrival of Crossrail and the potential third runway at Heathrow will make us even more attractive as a place for business and investment.

Slough is a place of opportunity and ambition and we are determined to nurture an environment that keeps it a desirable place to live, work, rest and stay.

This role is part of the Regeneration Delivery directorate who are responsible for much of this transformation, and serve the needs of local people and businesses. The Planning and Transport team are at the heart of all of this activity.

High level structure to indicate reporting lines



Key working relationships

Reports to: Principal Planning Officer

Works alongside:

- Principal Building Control Surveyors
- Customer & Support Manager, Planning & Transport
- Planning Policy Principal Officer
-

Role purpose

To be responsible for the evaluation and processing of planning applications and related matters within an area team, giving advice and support to junior members of staff, meeting performance standards and providing a high level of customer care.

Resource Management

- Direct reports 0
- Indirect reports 0
- Total reports 0
- Salary budget: Nil
- Other budget: Nil
- Total budget: Nil

Accountabilities

1. Taking responsibility for processing planning proposals of significant complexity and contentiousness, ranging from multiple units of residential new build to new build commercial premises. The work would involve coordinating consultations, with a range of internal and external consultees negotiating amendments and S106 contributions with applicants, carrying out site inspections, and making written and verbal recommendations on delegated and committee cases to the Head of Development Control.
2. Working independently completing appeal statements in the case of appeals of significant complexity and contentiousness, considered by written representations and informal hearings including attending hearings and appeal site visits.
3. Investigating matters concerning enforcement, drafting reports and making recommendations on breaches of planning control of significant complexity and contentiousness.
4. Working independently to provide support to the development control service by handling enquiries by phone and letter and in person at the reception counter, to a wide range of customers, including Councillors, by giving information and advice, in relation to planning proposals of significant complexity and contentiousness.
5. Providing guidance and advice to junior members of staff (both professional and administrative) and agency/temporary staff when required.
6. To write and present reports to Planning Committee.
7. Negotiating S106 contributions on planning applications.
8. Assisting in the improvement of the development control service through involvement in work undertaken on the Development Control Service Plan and Service Reviews.

Skills, knowledge and experience

Experience

- Four years experience in within a UK Development Control Service dealing with planning applications appeals and associated matters of a significant complexity and contentiousness, ranging from multiple units of residential new build to new build commercial premises.
- Providing guidance and advice to junior members of staff (both professional and administrative) and agency/temporary staff when required and the provision of professional support to other staff within the Council.
- Working within a team structure in a performance orientated environment to meet Government Performance Indicators
- Working with initiative and flexibility and adopting to new policy and procedures
- Negotiating improvements to planning schemes and securing S.106 contributions.
- Demonstrates experience of working with a range of Councillors within the planning process and an understanding of the key corporate issue involved.
- Providing clear, accurate advice of a medium degree of complexity and contentiousness to colleagues and customers, both verbally and in writing
- Presenting planning cases to Planning Committee and dealing with planning appeals through written representations, Hearings or Inquiries.

Knowledge

- Detailed understanding of UK national and local planning hierarchy, of the Policy and Development Control systems, and of relevant planning case law, and of the statutory framework for the determination of planning applications and provision of planning advice.
- Knowledge and understanding of the Council's Key Policy Priorities, as applied to the job and the role of development control and planning, and in relation to corporate and community planning.

Skills/Abilities

- Maintaining and building good working relationships with colleagues and external customers and in dealing with very irate customers, both in person and on the telephone
- Has good typing skills and can use relevant ICT Software packages with appropriate training where necessary.
- Contributes to the development of the team and understands the way in which this contribution is important to the success of the Development Control Service, the Department and the Council as a whole in terms of overall service delivery.
- Ability to plan work to meet agreed timescales and deadlines under minimum supervision from line management

- Has the ability to understand the principle of equal opportunities and apply it to providing an excellent planning service to a diverse range of customers.

Qualifications

- Degree level qualification
- Corporate Membership of Royal Town Planning Institute
- Evidence of a commitment to continuous professional development
- Full driving licence and use of a car

Championing Our Values

- Ability to role model and coach others to champion the Council's Values

Corporate Responsibilities

- Promote and role model a culture that supports the Council's Equality and Diversity policies to generate a positive environment
- Ensure own compliance with Health and Safety policy/procedure and that of any resources you have responsibility for
- Comply with the Council's policies on information security, including GDPR, ICT policies and procedures and general data management protocols

We are part of a newly formed directorate and are already on a journey of excellence, adding value and opportunity to the lives of our residents, partners and customers.

Our passion is for transforming the way places look, feel, and serve the needs of local people to support our vision and our five priority outcomes of putting people first

1. Slough children will grow up to be happy, healthy and successful
2. Our people will be healthier and manage their own care needs
3. Slough will be an attractive place where people choose to live, work and stay
4. Our residents will live in good quality homes
5. Slough will attract, retain and grow businesses and investment to provide opportunities for our residents

We do this by regenerating places for the benefit of people who live and work in and around the area. This means responding to, and realising the opportunities that targeted investment can to business growth, creation of new jobs and opening up new transport links to make our town a premier regional hub where business will have a competitive edge over other companies in the country and where our residents will be proud, inspired and enjoy an excellent quality of life.

Working with our partners, we have already turned ambitious ideas into a multi-million pound reality and helped to deliver and build high quality developments across the town, with more on the way including the Slough town centre revitalisation and major infrastructure projects such as the Heathrow expansion and Western Rail Link.

Planning is responsible for finding the balance for proposed development, through managing what development goes where, so people have access to jobs, shops, parks, education and other services they need. Therefore, the purpose of the Planning Team is to guide decisions on the built environment and use of land so that Slough is a place where people want to be.

Planning consists of:

- Planning Policy formulates the policy framework – the rules – within which planning applications are determined.
- Development Management is the part of the process that controls development by granting or refusing planning permission in the interest of current and future generations.
- Planning Enforcement responds to planning related complaints.

Main Conditions Of Service

PERMANENT EMPLOYEES

DATE: 28th June 2019 **CLOSING DATE:** OPEN ADVERT

DIRECTORATE: Regeneration

JOB TITLE: Senior Planning Officer x4

Level

Level 7, SCP 30 to 35, £32,878 to £37,849 per annum exclusive of local weighting allowance. A local weighting allowance of £926 is also payable.

Payment of Salary

Your salary will be paid monthly in twelve equal payments into a bank, giro bank or building society account of your choice. This will be on or about the last working day of the month.

Annual increments are paid on 1st April each year subject to six months' service and satisfactory performance.

Annual Leave

Annual leave entitlement inclusive of extra-statutory and concessionary days is as follows:-

Complete year's entitlement		
Up to 2 years' local government continuous service as at 1st April	More than 2 years' but less than 5 years' local government continuous service as at 1st April	More than 5 years' local government continuous service as at 1st April
25 days	29 days	32 days

Hours of Work

37 hours a week.

The Council supports a range of flexible working arrangements to promote work-life balance dependant on the operational needs of each service.

Pension

Unless you specifically opt out in writing, you will automatically become a member of the Local Government Pension Scheme (LGPS). Further details are available from the council or you can link to the website for a Guide for Thinking of joining <https://www.lgpsmember.org/thinking-joining.php>. Further information on the pension scheme can be found under <https://www.lgpsmember.org/index.php>

The LGPS offers you the flexibility to pay half your normal contribution rate and build up half your normal pension whilst retaining full life and ill-health cover. The contribution rates can be found under, <https://www.lgpsmember.org/arm/already-member-contsf.php>.

You may choose to remain in or arrange your own personal pension plan (PPP), or remain in the State Earnings Related Pension Scheme (SERPS).

Allowances

Mileage allowances

The Council will reimburse all business mileage undertaken, whether inside or outside the borough, in accordance with HM Revenue and Customs rates. Currently this will be paid at 45p/mile for the first 10,000 business miles in the tax year and 25p for each business mile over 10,000 miles in the tax year. All mileage claims need to be supported by VAT receipts.

Business mileage undertaken by motorcycle or bicycle, whether inside or outside the borough, will be paid in accordance with HM Revenue and Customs rates, ie for motorcycles 24p per mile (claims to be supported by VAT receipts) and for bicycles (claims to be submitted) 20p per mile.

Once any employee hits 1,000 business miles or more in any one tax year a lump sum of £1,000 will be paid. This rate will be up-rated in line with NJC annual pay award.

These provisions are subject to review, variation and discontinuance at the Council's discretion and/or in the light of operational needs.

All employees who use their cars for official business must ensure that their vehicle insurance policy is suitably endorsed for official and authorised Council business use.

The mileage allowance is currently under review and may be removed from the main conditions of service.

Evening Meetings

You will be paid an allowance if you have to attend approved evening council meetings.

These are meetings are usually held at/or after 6pm, called by a Committee Clerk and attended by one or more councillor.

For other evening attendance time off in lieu will be granted unless there has been specific approval for the payment of overtime.

You will be paid for each evening on which you attend a meeting at the prevailing rate. This will not be counted as part your contractual hours of work.

Telephone allowance

In certain cases, the council will pay the rental charge and the cost of business calls.

Professional subscriptions

The Council will reimburse you for the cost of one professional subscription per annum if agreed by your Director as relevant and necessary to the fulfilment of your duties.

Other payments

Other payments may be made for additional work, outstanding performance, temporary cover for senior employees and other special circumstances.

Smoke Free

Slough Borough Council is a Smoke Free Council and smoking is not permitted within any Council premises, non-residential buildings and Council Vehicles.

Health Assessment

The Council believes that screening new employees is an important management process and therefore you will be asked to complete a Health Assessment Questionnaire, however this is not a condition of employment. As part of this process we may ask you to take a medical examination if the council's medical adviser feels it is necessary to the position. Certain key employees are medically examined periodically. The council will pay for this.

Probationary period

Six months - during this period you will be covered by the Council's Probationary Policy and Procedure. Your work performance will be monitored closely and you will be expected to demonstrate your suitability for the post.

Political restrictions

This post is not politically restricted under the Local Government and Housing Act 1989.

If it is a restricted post, this means that you can be a member of a political party but cannot hold office for that party or stand for election as a councillor or MP.

Period of Notice

The written notice that you must give the Council is:

Levels	Notice Period
5-7	8 weeks

Disclosure and Barring Service (DBS)

(The Rehabilitation of Offenders Act 1974)

Posts which involve working with children or vulnerable groups are covered by the Rehabilitation of Offenders Act 1974(Exceptions) (Amendments) Order 1986 and the Criminal Justice and Court Services Act 2000. If this post involves working with children it is also covered by the protection of Children Act 1999.

The DBS has been set up by the government to ensure safer recruitment practice to protect children and vulnerable adults. Two types of checks are available; Standard and Enhanced. *A caution or conviction will not necessarily bar you from obtaining employment.* The Disclosure that will be required for this post is *not applicable*.

Data Protection Act

The information you provide will be processed in accordance with the Data Protection Acts 1998 and any subsequent legislation.

Equality Act 2010

This Act protects people with disabilities from unlawful discrimination. The Council operates a "Guaranteed Interview Scheme" for applicants who declare they have a 'disability' (as defined by the Equality Act 2010. Any 'disabled' applicant who meets the essential criteria for the job will be offered an interview.

Definition of Disability

The definition of disability, as outlined in the Equality Act 2010 is as follows:

"A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities".

To be protected under the Act,

- An individual must have, or have had, an impairment which can be physical or mental
- It must have adverse effects which are substantial, that is something more than minor or trivial.
- It needs to be long term, i.e. the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected

And

- It must affect normal day-to-day activities at work on a regular basis

Equal Opportunities in Employment

Slough Borough Council is committed to being an employer of choice. Our aim is to ensure that no job applicant or employee receives less favourable treatment on grounds of age, disability, gender reassignment, marriage or civil partnership, maternity and pregnancy, race, religion or belief, sex and sexual orientation. These are protected characteristics under the Equality Act 2010. In addition, the Council also recognises trade union membership and activity or any other reason which cannot be shown to be justified which will also result in grounds for unfair discrimination.

Recruitment and selection criteria, procedures and practices will be kept under regular review to ensure that individuals are selected or promoted on merit. All employees will be given equal opportunity and, where appropriate, training to progress within the Council.

Local authorities have a legal responsibility to promote Equality of Opportunity. The Council is committed to the use of those statutory provisions which permit Positive Action to improve recruitment and access to training where disadvantaged groups are under-represented. In particular the Council aims for its workforce to be representative of the local population of whom over a third are of ethnic minority origin.

The Council continually monitors this policy to assess its effectiveness.

Feedback

Anyone who applies for a job with Slough Borough Council and is unsuccessful can arrange for verbal feedback to be given by contacting the Chair of the shortlisting / interview panel.

Interview Expenses

Reasonable out of pocket expenses will be reimbursed when attending for interview; travelling expenses are limited to 2nd class rail/bus fare. Mileage is reimbursed at a rate of 19.8p per mile. Candidates will be sent their expenses by cheque after the interview. If a candidate is invited from overseas, travel expenses will be calculated from the nearest airport/ seaport in this country.

Pre-Employment Screening

It is our policy to carry out checks to confirm the details on the application form/CV. False information which results in an appointment will render the individual liable to dismissal without notice.

- **Proof of Qualifications**

You will be asked to produce certificates confirming your qualifications or membership of professional bodies that are stated in your application form/CV.

- **References**

References offered will be taken up. We reserve the right to contact any other previous employer for a reference. We will also take into consideration relevant information received from any source. This may include information held by the authority, for example in social care or education, and information received from other external authorities or bodies.

- **Work Permit**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. You will be asked to submit original proof of identification (photocopies are not acceptable), such as a birth certificate, national insurance number, passport or driving licence. You will be asked to submit all marriage/relevant certificates in cases where you have changed your name, and previous address details.

The Advertisement

'People are proud to live and work in Slough where diversity is celebrated and where residents can enjoy fulfilling prosperous and healthy lives'.

11-1324 Senior Planning Officers **Salary: £33,804 to £38,775 per annum fully inclusive**

Could you help us make the "best place to be in the UK" even better?

Slough already leads the rest of South-East England as a town where people want to work, live, play, and stay, and we are only getting started.

We are preparing for an unparalleled redevelopment in Slough over the next 10 years, with more than £2.5 billion worth of development and development opportunities. Our Planning service is at the heart of all of this activity and working in Slough could promise you challenges and opportunities for developing your career that most Councils – even London Boroughs, would struggle to match.

Our mission is to create a world class quality environment that will stand the test of time, and we are looking for an energetic, skilled and creative planner to join the team.

You will need to be confident, work well with corporate colleagues and embrace the challenges of working within the diverse and vibrant communities which make Slough an exciting place for the people who live and work here.

If you feel that you are the outstanding individual that we are looking for, and if you are up to the challenge and would relish this opportunity, we welcome your application

For an informal discussion about the post please contact Laurence Moore Planning Manager on 01753 875346

This is an open advert and interviews will be held following receipt and assessment of suitable applications.

Apply for this job on-line at www.slough.gov.uk/jobs. Alternatively email recruitment@slough.gov.uk or call our 24 hour message line on 01753 875074 for a pack, outlining the reference number above. Minicom service on 01753 875030

We value diversity.

