

## **Job Description**

<b>Post title</b>	Planning Officer	<b>Grade</b>	F
<b>Department</b>	Place and Communities	<b>Post ref</b>	

### **Overall job purpose**

The provision of contributing to Development Management service for the District, to meet the strategic aims of the District and the attainment of Corporate objectives, particularly in relation to achieving Best Value in service delivery.

### **Reporting relationships**

**Reports to:** Development Team Manager

**Responsible for:** N/A

### **Key tasks and responsibilities – post specific**

Processing of planning applications and associated planning matters, including pre-application advice, to meet both national and local Performance Indicators, and including the negotiation of added value, to deliver sustainable, well designed and quality development to the social, economic and environmental benefit of the District

Provision of front line planning advice, particularly through the 'duty planner' role, to the public, MP's, elected members, professionals, developers, Parish Council's, interest groups.

Technical work involved in the validation, registration and processing of applications, appeals, tree preservation orders, etc, including the checking of planning applications and fees and householder questionnaires.

Preparation of recommendations, including both delegated and Planning Committee reports

To present applications to Planning Committee Members.

Discharging of Conditions of both own applications and others as appropriate,

Deal with and process planning, enforcement and associated appeals, conducting appeal site visits. Attendance at Court Hearings and Tribunals as required.

Preparation and presentation at Informal Hearings and public Inquiries, of the Council's case on planning appeals.

To assist economic regeneration through the fast-tracking of applications.

To deal with the most complex and contentious planning, listed building and conservation area applications and appeals.

To liaise with the Enforcement and Compliance Officer in relation to planning approvals and breaches of planning control.

To work with minimal supervision, to use initiative and an innovative and proactive approach to problem solving and negotiation to achieve the Council's aims and objectives through the planning service, including liaison with other sections of the Council and outside bodies to promote a Corporate and integrated approach.

Drafting of Policy document including Supplementary Planning Documents and Development Briefs and contributing to the Local Development Framework.

The assessment of queries relating to the need for planning permission and other related matters.

Responding to customer complaints and assistance in Ombudsman matters.

To undertake any other duties, which may from time to time, be reasonably directed by the Development Team Manager.

### **Key tasks and responsibilities – corporate**

Operate according to the Council's corporate values and codes of behaviour.

Ensure at all times all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.

Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.

Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.

Comply with all relevant Council policies and procedures including financial regulations, code of conduct, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.

Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.

Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.

Engage with digital models of service delivery and support the implementation of digital working methods.

Manage and / or use resources in ways that ensure value for money and supporting the commercialism agenda.

Demonstrate a commitment to the delivery of excellent service for all customers and service users.

### **Employee signature**

*This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.*

**Employee signature:**

**Date:**

## Person Specification

<b>Competencies</b>	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>	
<b>Competency framework relevant to the post:</b>	
	<b>Assessment</b>
Seeing the Big Picture	Application Form/Interview
Changing, learning and improving	Application Form/Interview
Communication	Application Form/Interview
Team working	Application Form/Interview
Delivering value for money and quality services	Application Form/Interview

<b>Skills</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
Good interpersonal and communication	Essential	Interview
Good customer care	Essential	Application form/Interview/Test
Good organisation	Essential	Application form/Interview/Test
Accurate report writing and presentation	Essential	Application form/Test
Reading, interpret and understanding plans	Essential	Application form/Test

<b>Knowledge</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
Planning Legislation	Essential	Application form/interview
User knowledge of ICT Microsoft products	Essential	Application form/test

<b>Experience</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
experience working in a planning environment	Essential	Application form/interview
experience working in a customer facing environment	Essential	Application form/interview

<b>Qualifications</b>	<b>Essential / Desirable</b>	<b>Evidence</b>
Town and Country Planning Degree (or related discipline)	Essential	Application form/Certificates
Student Membership of the Royal Town Planning Institute and an expectation of attaining Membership within 18 months	Essential	Application form/Certificates

<b>Equality Act 2010</b>
The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.

<b>Additional information / other requirements of the post</b>
<ul style="list-style-type: none"> <li>The postholder is eligible for casual car user allowance.</li> </ul>

- The post involves driving and so the postholder will be required to undertake relevant DVLA licence checks.
- The employee will be required to work out of normal working hours / attend evening meetings / work weekends and / or bank holidays as part of their role.

<b>Date produced / last amended</b>
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March 2019
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