

**Senior Planning Officer  
(Development Management)**



**Job Description**

<b>Post</b>	Senior Planning Officer (Development Management)	<b>Department</b>	Development Management
<b>Salary Grade</b>	M3	<b>Salary Range</b>	£36,898 - £41,297
<b>Hours</b>	37 hours per week	<b>Location</b>	Council Offices, Pippbrook, Dorking
<b>Reports to</b>	Team Leader (Development Management)		

**Post Objective**

To contribute to the work of the Development Management Team by having responsibility for a caseload including planning applications, planning enforcement matters and appeals as the service requires.

**Main Duties**

Support and deputise for the Team Leaders in providing an efficient and effective development management service to all customers in a timely manner.

Provide pre-application advice.

Consider and make recommendations through the preparation of reports on a range of applications for planning permission.

Consider and make recommendations regarding the planning merits of potential planning enforcement action(s)

Review and sign off under delegated powers, recommendations by Planning Assistants/Planning Officers, as well as supporting other Senior Planning Officers with delegated decisions.

Negotiate with developers and other applicants to ensure development proposals conform with the Development Plan having regard to material considerations.

Respond to enquiries, complaints and other matters raised by Councillors and members of the public.

Respond on behalf of Mole Valley DC to appeals against the refusal of planning permission or formal enforcement action by way of written representations, informal hearings and public inquiries or Judicial Review.

Present reports on applications for planning permission to the Council's Development Control Committee.

Supporting and mentoring junior colleagues

**General duties**

Keep abreast of new planning legislation and be familiar with current trends in planning and undertaking appropriate Continuous Professional Development.

Be aware of the Council's policy on Risk Management and to escalate any new, emerging or potential risks to the Development Management Team Leaders.

Carry out such duties as may be required by the Development Management Team Leaders as appropriate to the post

Ensure that all necessary data is provided in an accurate, reliable and timely manner, and is fit for purpose in accordance with the Council's Data Quality Policy.

Work in accordance with the Council's commitment to provide a healthy and safe working environment including the promotion and implementation of health and safety policies and procedures.

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**Person Specification**



	<b>Essential</b>
<b>Experience and Knowledge</b>	<p>Experience in a local authority planning service of determining planning applications and recommending action on alleged breaches of planning control.</p> <p>Experience of processing appeals.</p> <p>Experience in providing pre-application advice.</p> <p>A knowledge of planning policy and how this impacts on the Development Management function.</p> <p>The ability to demonstrate a good understanding of planning legislation and its application in a Development Management context.</p>
<b>Education and Qualifications</b>	<p>Graduate in planning and eligible and prepared to work towards membership of the Royal Town Planning Institute.</p> <p>Able to demonstrate continued professional development</p>
<b>Skills</b>	<p>Able to handle a demanding workload and to work to strict deadlines and keep calm under pressure.</p> <p>Ability to communicate effectively and sensitively with the public, developers and their agents and Councillors.</p> <p>An ability to weigh up conflicting views and issues.</p> <p>Well organised, flexible and capable of working on own initiative but also within a team.</p> <p>Ability to engage and communicate positively with those alleged to have committed a breach of planning control and those who have complained about it.</p> <p>An eye for detail and thoroughness.</p> <p>Persistence, courtesy, tact and a persuasive manner.</p> <p>Good interpersonal skills and an ability to diffuse volatile situations.</p> <p>Ability to prepare well structured and logical reports based on planning policies and material considerations.</p> <p>Computer literate and experience of use of a planning database, GIS and Microsoft Word.</p>
	<p>The ability to exercise balanced judgement</p>

<b>Special Aptitudes</b>	<p>Good organisational skills and a forensic approach to evidence gathering.</p> <p>The ability to operate monitoring systems and procedures.</p>
<b>Job Requirements</b>	<p>Hold a current driving licence and have a vehicle for use at all times for Council business.</p> <p>Occasional evening and weekend work.</p>

Employee Signature		Date	
Manager's Signature		Date	
Job Description Template updated Jan 2018			