

Job Title: Planning Assistant (Career grade)

Level descriptor – JG4

Role purpose: Required to carry out a range of development management activities to conserve, promote, maintain and enhance the natural and built environment in line with the council priorities. Roles at this level will require a broad knowledge and understanding of the work processes in development management . The post holder will resolve routine technical and process problems and queries, escalating the more complex to others.	
Typical activities	Knowledge, skills & experience
<p>Examine, process and evaluate householder applications including site inspections, negotiations and reports under the officer delegated arrangements.</p> <p>Carry out planning history research when necessary, in order to respond to general inquiries, under the guidance of senior colleagues and/or within statutory frameworks.</p> <p>Assist with the investigation of alleged unauthorised development and resolution of breaches of planning control; prepare statements or other technical documents for use in authorising or enforcing technical activities.</p> <p>Deal with minor amendments to planning applications and the discharge of planning conditions as required by the Service Manager.</p> <p>Provide information to others relating to planning enquiries to encourage compliance with and understanding of technical standards.</p> <p>Communicate with colleagues, contractors and other partner agencies through verbal reports and keeping records of site visits and technical activities completed in accordance with procedures and guidelines.</p>	<p>NVQ level 3 in Town Planning or equivalent or practical work experience to achieve the qualification in technical skills relating to the service area.</p> <p>Practical knowledge to give an understanding of the processes and practices required in development management.</p> <p>Awareness and general understanding of the service area technical protocols, regulations and relevant legislation involved in planning law</p> <p>Ability to work with contractors and engage with the general public</p>

Performance measures	Competencies
<p>Quantifiable objectives ~ e.g.</p> <ul style="list-style-type: none"> • Assessment of safe work environment • impact evaluation of intervention/ activity • quality of records, • Achievement of appropriate level of technical qualification <p>Feedback from colleagues, contractors and the general public</p> <p>Key Performance Indicators (where available)</p> <p>Line manager assessment</p>	<p><u>Team Working</u> ~ cooperation and flexibility, contributes positively by sharing information and supports team consensus</p> <p><u>Outcome focused</u> ~ delivers specific pieces of work to agreed specifications.</p> <p><u>Problem Solving & judgment</u> ~ confident in making decisions within guidelines</p> <p><u>Planning & Organising</u> ~ prioritises what is important in line with team & service goals</p> <p><u>Business Awareness</u> ~ understands the role of others in relation to the impact on own role and recognises how decisions made in other areas can impact on their's.</p> <p><u>Communication</u> – good written and verbal communication skills.</p> <p><u>Values and Behaviours Framework</u> ~ demonstrates the values and behaviours set out in the council's Values and Behaviours Framework.</p>

JOB FAMILIES ~ Technical

Job Title: Planning Officer (career grade)

Level descriptor – JG5

Progression to this level will be dependent upon:

- Demonstrable competency in the duties outlined within the job family descriptor.
- Attainment of the knowledge and skills outlined in the job family descriptor
- Demonstrating the knowledge and skills to be the lead officer in householder planning applications
- Demonstrating the knowledge and skills to be the lead officer in the handling of written representation appeals for small scale planning applications
- Demonstrating the values and behaviours set out in the council's Values and Behaviours Framework

Progression to the grade within the role will be based on the needs of the service, attainment of the required competencies and managerial assessment at annual appraisal and 121 meetings

Role purpose: Required to give a practical support or advisory service in Development Management, within frameworks or assessments from other professionals using specialist knowledge that will be acquired through practical experience or vocational qualifications. Roles at this level may work unsupervised much of the time within defined procedures but with readily available advice from managers.	
Typical activities	Knowledge, skills & experience
Examine, process and evaluate planning and related applications, including site inspections, negotiations, discharge of conditions and preparation of reports to committee and reports under the officer delegation arrangements. Monitor the implementation of approved schemes to ensure compliance with agreed planning consents. To prepare written statements in relation to a range of appeals and to present evidence where appropriate according to abilities. Provide information and advice to others on a range of subjects within a specific area of work to ensure compliance with and understanding of accepted service or standards.	Degree in Town and Country Planning or equivalent or relevant experience to demonstrate technically specific skills relating to the appropriate area of work Eligibility for membership of RTPI Practical work experience to give thorough understanding of the processes and practices required to deliver the service in development management. Awareness and general understanding of development management technical protocols, regulations and relevant legislation

<p>To assist with the investigation of alleged unauthorised development and resolution of breaches of planning control, demonstrating understanding of the technical service area, relevant procedures, legislation and guidelines.</p> <p>Analyse and interpret data and management information and make recommendations to support decision making by others to add value to the development management process.</p> <p>Contribute to developments in services and implement agreed changes to improve service delivery.</p> <p>Communicate with colleagues, contractors and other partner agencies through verbal reports and keeping records of site visits and technical activities completed in accordance with procedures and guidelines.</p>	<p>Ability to work with contractors and engage with the general public</p> <p>Ability to present information / evidence clearly and confidently</p> <p>Ability to work without close supervision and recognise professional boundaries to seek advice when appropriate.</p>
<p>Performance measures</p>	<p>Competencies</p>
<p>Quantifiable objectives ~ e.g.</p> <ul style="list-style-type: none"> • number of cases/projects worked on at any one time, • impact evaluation of investigation/ activity/ inspection • quality of site records / case files etc <p>Feedback from service users, colleagues and partner agencies</p> <p>Key Performance Indicators (where available)</p> <p>Line manager assessment</p>	<p><u>Team Working</u> ~ cooperation and flexibility, follows principles of integrated working, actively shares information and best practice</p> <p><u>Service user/ outcome focused</u> ~ achievement of results/targets through appropriate interventions/activities etc</p> <p><u>Problem solving & judgement</u> ~ makes links between identified potential issues and possible solutions, seeks advice from others, application of technical knowledge to problems</p> <p><u>Planning & Organising</u> ~ Prioritises work, organising work for self to meet agreed deadlines</p> <p><u>Business Awareness</u> ~ Demonstrates an understanding of what it takes to be successful within own work area and the contribution of the role to the area of work</p> <p><u>Communication</u> – good written and verbal communication skills</p> <p><u>Values and Behaviours Framework</u> ~ demonstrates the values and behaviours set out in the council's Values and Behaviours Framework.</p>

JOB FAMILIES ~ Technical

Job Title: Senior Planning Officer (Career grade)

Level descriptor – JG6

Progression to this level will be dependent upon:

- Demonstrable competency in the duties outlined within the job family descriptor.
- Attainment of the knowledge and skills outlined in the job family descriptor
- Demonstrating the knowledge and skills to be the lead officer in householder planning applications
- Demonstrating the knowledge and skills to be the lead officer in the handling of written representation appeals for small scale planning applications
- Demonstrate meeting the criteria for professional membership of Royal Institute of Town Planners
- Demonstrating the values and behaviours set out in the council's Values and Behaviours Framework

It is unlikely that the post holder will demonstrate sufficient competency in the role within the first two years. Progression to the subsequent grade within the role will be based on the needs of the service, attainment of the required competencies and managerial assessment at annual appraisal and 121 meetings

Role purpose:

Required to undertake a number of diverse technical activities within development management, using skills that would have been gained through formal qualifications and/or relevant work experience. Roles at this level are expected to work unsupervised for much of the time, accessing and assessing information independently within agreed guidelines.

Typical activities

To examine, process and evaluate planning and related applications, including site inspections, negotiations, discharge of conditions and preparation of reports to the committee, or reports under the officer delegation arrangements.

Undertake inspections and monitoring of specific development schemes under the guidance of senior colleagues and/or within statutory frameworks.

Knowledge, skills & experience

Degree in Town and Country Planning or equivalent, relevant qualification.

Significant practical experience of working with householders and developers giving rise to a variety of technical skills and sound understanding of the services available, work practices and processes relevant to the role.

Eligibility for membership of RTPI

<p>To prepare written statements in relation to a range of appeals and to present evidence where appropriate according to abilities including assisting at hearings and committees.</p> <p>Provide information to support negotiation of Section 106 Agreements or similar levies with developers for the relevant contributions to services and amenities associated with building development.</p> <p>Introduce or give information and advice to customers about technical standards and processes they should follow. Establish and maintain appropriate links between householder, developers and the general public and other services to ensure correct technical standards are complied with.</p> <p>Analyse and interpret data and information and make recommendations to support decision making by others for a broad range of activities across a service area.</p> <p>Communicate effectively with colleagues and customers, both verbally and in writing through the appropriate use of case or site notes and other records within information sharing protocols and record keeping policies.</p> <p>Supervision of work and day to day management for a team undertaking similar activities</p>	<p>Knowledge and understanding of technical standards, safe working practices and legislation for service areas.</p> <p>Ability to make analytical reasoning and recommendations about particular areas of work.</p> <p>Ability to engage with customers and contractors within the relevant codes of practice</p> <p>Ability to present evidence clearly and confidently</p> <p>Ability to manage own work without close supervision</p> <p>Understanding and recognition of professional boundaries</p>
<p>Performance measures</p>	<p>Competencies</p>
<p>Quantifiable objectives ~ e.g. number of cases worked on at any one time, quality of site records, number of enforcements/inspections undertaken Feedback from customers, colleagues and partner agencies Key Performance Indicators (where available) Line manager assessment</p>	<p><u>Team Working</u> ~ cooperation and flexibility, follows principles of integrated working, sharing best practice and information to develop self and others <u>Service user/ outcome focused</u> ~ achievement of results through appropriate decision making, delivery of project areas, inspection or enforcement reports, case preparation etc. <u>Problem solving & judgement</u> ~ develops solutions, makes links between identified potential issues and possible solutions, makes decisions within guidelines</p>

	<p><u>Planning & Organising</u> ~ Prioritises work, organising work for self and others to avoid or minimise peaks and troughs</p> <p><u>Business Awareness</u> ~ understands the role of others in relation to the impact on own role and recognises how decisions made in other areas can impact on their's.</p> <p><u>Communication</u> – good written and verbal communication skills</p> <p><u>Values and Behaviours Framework</u> ~ demonstrates the values and behaviours set out in the council's Values and Behaviours Framework.</p>
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JOB FAMILIES ~ Technical

Job title: Senior Planning Officer (Career grade)

Level descriptor – JG7

Progression to this level will be dependent upon:

- Demonstrable competency in the duties outlined within the job family descriptor.
- Demonstrating the experience, skills and qualifications appropriate to meeting of the criteria for Chartered or Associate membership of Royal Institute of Town Planners
- Demonstrating the experience and skills to be the lead witness and public inquiries and hearings
- Demonstrating the experience and skills to be the lead officer in complex planning applications for minor and other applications including applications for prior approval
- Demonstrating the experience and skills to be the lead officer in the handling of appeals (including hearings) for complex minor and other planning applications
- Demonstrating the values and behaviours set out in the council's Values and Behaviours Framework

It is unlikely that the post holder will demonstrate sufficient competency in the role within the first two years. Progression to the subsequent grade within the role will be based on the needs of the service, attainment of the required competencies and managerial assessment at annual appraisal and 121 meetings

Role purpose:

Expected to undertake specialist or technical assessments/activities and make decisions within Development Management to deliver a service which seeks to promote, maintain, conserve and enhance the natural and built environment of the council area in accordance with council priorities. The post holder will use skills that would have been usually gained through academic or professional qualifications and practical experience. Typically roles at this level deliver a specific service, are part of a collaborative team responsible for professional activities within an overall service and are responsible for specific service developments.

Typical activities

To examine, process and evaluate planning and related applications, including site inspections, negotiations and preparation of reports to the committee, under the officer delegation arrangements. Attend Committees and Panels as required to support senior colleagues. Monitor the implementation of approved development schemes.

Knowledge, skills & experience

Degree in Town and Country Planning or equivalent qualification

Practical experience of working within Planning practice, giving rise to a variety of technical skills and sound understanding of the standards, legal responsibilities, work practices and processes relevant to the role, giving eligibility for Chartered membership of the RTPI.

<p>To negotiate Section 106 Agreements or similar levies on behalf of council to obtain monetary contributions to increase capacity in services and amenities associated with building development.</p> <p>To prepare written statements including proofs of evidence in relation to a range of appeals and to present evidence where appropriate according to abilities and experience at hearings, public inquiries and at court proceedings. Assist with the investigation of alleged unauthorised development and resolution of breaches of planning control.</p> <p>Provide information and advice to identified businesses or individuals as detailed within the programme of work or through spot checks and ensure the appropriate action is taken to comply with planning legislation and technical standards. Establish & maintain appropriate links between the public and other professionals to encourage a clear understanding of each other's priorities.</p> <p>To contribute towards the formulation of planning policies and local development orders, the production of development briefs, design guidance and advice leaflets and to contribute to initiatives to achieve a customer focused service designed to be proactive and add value to the development control process.</p> <p>To liaise and co-ordinate work activities with other divisions within the directorate and external agencies including statutory undertakers and government departments in connection with all development control matters.</p> <p>Communicate effectively with developers, colleagues and members of the public, both verbally and in writing, through the appropriate use of case notes and other record keeping within information sharing protocols and record keeping policies.</p>	<p>Knowledge and understanding of technical standards, safe working practices and legislation for service areas.</p> <p>Ability to analyse designated areas of work and make decision to improve them.</p> <p>Ability to engage with developers, members of the public and colleagues, within the relevant codes of practice</p> <p>Ability to prepare & present information/evidence clearly and confidently</p> <p>Ability to manage/organise own work to meet agreed deadlines</p> <p>Understanding and recognition of professional boundaries</p>
<p>Performance measures</p>	<p>Competencies</p>
<p>Quantifiable objectives ~ e.g. number of cases held at any one time, number of enforcements taken, quality of site or court records, etc</p>	<p><u>Team Working</u> ~ cooperation and flexibility, sharing best practice to develop self and others</p>

<p>Feedback from businesses, colleagues and partner agencies Key Performance Indicators (where available) Line manager assessment</p>	<p><u>Service user/ outcome focused</u> ~ delivery of service achievement of results through appropriate decision making, evidenced based enforcements, improvement of technical standards. <u>Problem solving & initiative</u> ~ develops solutions, makes links between identified potential issues and possible solutions. <u>Planning & Organising</u> ~ Prioritises work, organising work for self and others <u>Business Awareness</u> ~ understands the role of others in relation to the impact on own role and recognises how decisions made in other areas can impact on them <u>Communication</u> – good presentation, written and verbal communication skills <u>Values and Behaviours Framework</u> ~ demonstrates the values and behaviours set out in the council’s Values and Behaviours Framework.</p>
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Equality and Diversity

We expect all employees to act professionally and to treat colleagues and the public with dignity and respect. This means setting a strong personal example of good equality and diversity practice at all times and ensuring they are sensitive to the needs and views of others and reflect this in the way they behave. Managers have additional responsibilities of managing others effectively by recognising and valuing each team member as an individual and always challenging inappropriate language and behaviour.

Health and Safety

We all have a responsibility to work within health and safety legislation, associated codes of practice, North Somerset Council’s policies and procedures and our local safe systems of work and emergency arrangements.

Continuous Development

Our jobs and the way we do things evolve over time and we need to keep abreast of new technologies, legislation and methodologies for our own subject areas. We are responsible for reviewing and developing our own professional practice.