

JOB PROFILE

Post No.	70107 – 70110, 70117, 70120
Post Title:	Graduate Planning Officer/Planning Officer (Development Control)
Division/Team:	Development and Enforcement
Grade:	Grade D (Graduate Planning Officer) / Grade E (Planning Officer)
Service:	Growth & Investment
Reports to:	Development and Enforcement Manager
Issue Date:	December 2019

PURPOSE OF THE JOB

To enable and ensure acceptable development within the framework of local and national planning policy.

Initially, under the supervision of the Planning Team, the main responsibilities will be:

- Deal with and determine a wide range of applications for planning permission, specialist consents and determination of requirement for prior approvals.
- Deal with formal consultations from external bodies and organisations.
- Check validity of planning, specialist consents and prior notification applications prior to formally registering them.
- Provide planning and specialist conservation and Listed Building advice to the public/Councillors/statutory authorities/professional agents and other related customers.
- After experience, deal with related planning appeals by written representations, hearings and inquiries.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Fully process planning applications, Listed Building Consents, Advertisement Consents, Certificate of Lawfulness applications, prior approval notifications, telecommunications applications and formal planning consultations in an effective and efficient manner in accordance with accepted measures, from the first point of contact to their conclusion.
- 1.2 Carry out site visits; survey; investigative and research work in connection with planning applications, appeals and other related matters.
- 1.3 Formulate recommendations and write Committee and Officer reports.
- 1.4 Checking applications for completeness, adequacy and accuracy in plans, reading and measuring plans to determine fees; checking site histories to identify planning restrictions; formulating development descriptions from submitted forms and plans; and

liaising with applicants and agents to identify and acquire sufficient detail to validate and progress each application.

- 1.5 Fully process planning applications for material and non-material amendments and discharge of conditions.
- 1.5 Responding to general planning enquiries, including reception duty and all forms of internal and external communication from the first point of contact.
- 1.6 Issue decisions and negotiate Section 106 agreements.
- 1.7 Present applications to the Committee and attend Committee Site Visits as and when required.
- 1.8 Continually monitor and evaluate the systems and processes used by the Development Team and seeking ways to improve the effectiveness and efficiency of the service, including undertaking additional tasks and duties to that end.
- 1.9 Undertake all processes associated with the validation, registration, progression and determination of planning applications and consents. This includes updating databases and the planning website and using Microsoft Office (Outlook, Word, Access and Excel).
- 1.10 Keep up-to-date with National, Strategic and Local planning policy and guidance.
- 1.11 Independently undertaking all of the above duties without supervision or monitoring/checking of the processes and methods used.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Be aware of Health and Safety legislation insofar as is reasonably practicable, ensure compliance with the Health and Safety at Work Act, the Council's Safety Policy and the Departmental Safety Policy.
- 2.2 Liaise with other Council officers on both planning control and related issues.
- 2.3 Such other reasonable duties the Development and Enforcement Manager or equivalent may require.
- 2.4 In particular, the Planning Officer role would be expected to mentor, support colleagues and new team members when required.

3. SUPERVISORY RESPONSIBILITIES

None.

4. FINANCIAL RESPONSIBILITIES

None

5. RESPONSIBILITY FOR ASSETS AND DATA

None.

6. EXTENT OF PUBLIC CONTACT

Daily contact in person, in reception, on site, by telephone, e-mail and letter with other Council officers, members of the public, developers, agents, applicants, Parish Councils and statutory and non-statutory consultees.

Contact with Members of the Borough Council.

7. WORKING CONDITIONS AND ENVIRONMENT

Office based but also involves unaccompanied site inspections including lone worker situations and external meetings. The post holder will need to be able to visit sites in all weathers and occasionally out of normal hours.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

- Financial Accounting
- Equality and Diversity
- Health and Safety
- Risk Management
- Anti- Fraud
- Data Quality and Data Protection
- Business Continuity
- Major Emergency Plan
- Procurement and Contract Management
- Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Graduate Planning Officer / Planning Officer (Development Control)

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria – Applicable to both posts	Essential/ Desirable	Method of Assessment
Advisory skills – be able to provide clear planning advice to assist with enquiries and to maintain an efficient and effective planning enforcement service.	E	A,I
Be able to demonstrate an ability to weigh a range of considerations and arrive at justifiable assessments, conclusions and recommendations.	E	A,I
Be able to demonstrate effective negotiation skills.	E	A,I
Be able to write clear, accurate and concise reports and letters.	E	A,I
Effective communication skills – be able to communicate clearly and effectively with members of the public, Councillors and other third parties by letter, telephone, e-mail and face to face.	E	A,I,R
Ability to present reports and related issues clearly and concisely.	E	A,I
IT skills – ability to use Microsoft Office programmes and adapt to other software packages.	E	A,I
Knowledge of current planning legislation	E	A,I
A relevant degree or professional qualification	E	A,D
Full UK Driving licence	E	D
Access to own transport for business use	E	D
A commitment to work within our CAN DO values	E	A, I
Experience of planning work either in a local authority or private practice	D	A,I,R
Experience of the planning system and dealing with planning applications	D	A,I
Extra Criteria – for Planning Officer Role		
Ability to present reports and related issues clearly and concisely at Planning Committee and occasionally at other public meetings	E	A,I
Experience of planning work either in a local authority or private practice	E	A,I,R
Experience of the planning system and dealing with a variety of applications and consents	E	A,I

Familiar with other planning related legal procedures	D	A,I
Eligibility for membership of the RTPI	D	A,I
Evidence of relevant training courses attended	D	A,D

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D