



JOB PROFILE

Post No.	70147
Post Title:	Planning Officer
Unit/Team:	Development Strategy
Grade:	Grade E
Service:	Growth & Investment
Reports to:	Development Strategy Manager
Issue Date:	October 2020

PURPOSE OF THE JOB

- Carry out monitoring functions for the Planning Service and produce reports analysing the results, including monitoring of the Local Plan.
- Undertake research in connection with planning policy and produce reports analysing the results.
- Prepare local development plan policy, planning briefs and other supplementary planning documents community infrastructure levy and other local development documents.
- Provide good quality and up to date advice on planning policy issues.
- Liaise and co-operate effectively with other officers on corporate issues.
- To carry out other planning work given by the Development Strategy Manager and to meet deadlines set by them.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Assisting in maintaining databases and monitoring systems to monitor against development plan targets and for local, sub regional and national purposes and produce reports on a regular basis, including the production of the Authority Monitoring Report.
- 1.2 Carry out research and analysis of planning related documents and reports and provide relevant information to customers.
- 1.3 Prepare reports and draft policies etc. in an effective and efficient manner.
- 1.4 Liaise effectively with development management staff, other officers of the Council and other bodies and organisation as necessary in the assessment of development proposals from a policy point of view.

- 1.5 Keep up-to-date in terms of national and local strategic planning policy and guidance.
- 1.6 Provide policy advice and information to site promoters and developers and the general public in an efficient and effective manner.
- 1.7 Keep records of own work activities in a systematic manner in order to set targets and monitor achievements.
- 1.8 Carry out site visits and attend meetings associated with planning policy and future development issues.
- 1.9 To provide comprehensive planning policy advice to Development Management officers, officers in other departments and council members.
- 1.10 Through use of GIS system, create policies maps to support development plan documents, including the Local Plan, and other maps required for development strategy purposes.
- 1.11 Providing guidance and support for communities considering or preparing neighbourhood plans

2. OTHER DUTIES AND RESPONSIBILITIES

- 1.12 Liaise with IT and Communications for improvements to the Council website, including for the purposes of consultation
- 1.13 Prepare and organise publicity, public participation, exhibition and display projects, including the maintenance of appropriate consultation databases.
- 1.14 Prepare evidence for and appear at Public Inquiries in relation to planning policy issues.
- 1.15 Ensure that the Council's statutory and legal obligations and normal practices are complied with in relation to all policy planning.
- 1.16 To liaise with appointed consultants, working on initiatives established by the Council and to ensure that satisfactory outcomes are achieved.
- 1.17 To carry out presentations to other officers, councillors, members of the public and interest groups, in a confident and effective manner.
- 1.18 Be aware of Health and Safety legislation and so far as is reasonably practicable, ensure compliance with the Health and Safety at Work Act, the Council's Safety Policy and the Departmental Safety Policy.
- 1.19 Any other reasonable duties as requested by the manager, in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

None.

4. FINANCIAL RESPONSIBILITIES

The raising of purchase orders, when required,

5. RESPONSIBILITY FOR ASSETS AND DATA

Handling data as required by the Data Protection Act 1998.

6. EXTENT OF PUBLIC CONTACT

Dealing with enquiries from customers to provide general and demographic information, daily contact in reception, by phone, e-mail, letter with other Council officers, developers, agents and members of the public in relation to planning policy issues, occasional contact with members of the Council

7. WORKING CONDITIONS AND ENVIRONMENT

Office based but ability to travel readily and efficiently to all parts of the Borough in order to visit sites and check upon progress

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:	
Manager	Date
Postholder	Date

PERSON SPECIFICATION



Post: Planning Officer

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	Essential/ Desirable	Method of Assessment
Possess knowledge of town planning procedures.	E	A, I
Degree level qualification in planning or a related subject	E	A, D
A minimum of GCSE A – C grades (or their equivalent) in English Language and Mathematics and eligibility and willingness to undertake degree/diploma course in Town Planning or equivalent course	E	A, D
Be able to demonstrate a good standard of literacy and report writing skills.	E	A, I
Be computer literate with the ability to produce information and statistics by use of databases and spreadsheets	E	A, I
Possess a valid and appropriate driving licence and be able to attend meetings and site visits throughout the Borough in an efficient manner.	E	A, D
Member or eligible for membership of Royal Town Planning Institute.	D	A, D
Previous experience of planning policy preparation and/or planning research or policy work.	D	A, I
Demonstrate competence with relevant software systems, including GIS and Microsoft Office (Word, Outlook, Excel, Teams and Access).	D	A, I

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