

## **Job Description and Person Specification**

**Post Title: Planning Officer**

**Reports to: Development Services Manager**

**Scale: 3 and 4 (career graded)**

**Politically Restricted: No**

### **Overall Purpose**

1. To work within the Development Services Team under the guidance of the Development Services Manager and Development Services Team Leaders processing planning and other applications. This will include advising customers, registration and validation and consulting on applications, making recommendations and decisions on applications and writing reports.
2. To work closely with and assist the other members of the Planning and Strategic Growth Team to ensure that all aspects of the service are constantly kept under review and improved, and that the department can respond to events and workloads with a customer focussed approach.

### **Key Roles, Tasks and Responsibilities**

1. Providing written and verbal advice on development management to members of the public, developers, Parish Councils, District Councillors and others.
2. Processing and making recommendations (decisions at scale 4) on:  
householder planning applications, applications for advertisement consent, applications for works to trees and prior notifications and (at scale 4) processing and making recommendations on minor planning applications and applications for listed building consent. This will include:
  - Completing all stages of the registration and validation processes including ensuring that the fee is paid correctly in accordance with statutory requirements.
  - Undertaking consultations in accordance with statutory and local requirements.
  - Carrying out site inspections.
  - Negotiating and communicating with applicants, agents and consultees.
  - Advising members of the public, parish councils and District Councillors.
  - Assessing proposals against their conformity with national and local planning policies and guidance and all other material considerations (including representations made by consultees)
  - Preparing reports and making recommendations to Planning Committee.
  - Issuing decision notices in accordance with the statutory and other procedures of the department including incorporating conditions and reasons for refusal.

3. (At scale 4) Attending Planning Committee site visits and presenting applications at Committee. This will involve attendance at evening meetings.
4. Completing all tasks associated with the processing of written representation appeals including completion of questionnaires, submission of written statements and evidence and dealing with applications for costs awards as necessary.
5. Liaising with Enforcement Officers and supporting the delivery of the enforcement function.
6. Liaising with the Development Strategy Team and other Council departments in dealing with development proposals.
7. To assist all other sections within the Council in the provision of information and advice on development management matters such as providing information for Freedom of Information Act requests.
8. The making of Tree Preservation Orders.
9. To work closely with and assist the other members of the Development Services Team under the guidance of the Service Manager to ensure that all aspects of the development management process and performance are constantly kept under review and improved using a customer focussed approach and that the section is able to respond to events and workloads as appropriate.
10. To maintain an up-to-date knowledge of new legislation and local and national policy and issues relevant to the development management function.
11. Attendance at designated training sessions as necessary, which may be out of normal working hours and/or at other establishments as may be required.
12. Any other duties as may be required by the Development Services Manager.

### **Post Characteristics**

**Allowances:** Essential car user allowance

**On call/emergency situations:** None

**Security/safeguarding checks:** None

### **Health and Safety Responsibilities**

1. To be familiar and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.
2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager or the Corporate Health and Safety Adviser for action.
3. To take reasonable care for health and safety of yourself and others.

4. To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements are complied with.
5. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety.
6. To maintain any Personal Protective Equipment that you are issued and required to wear, and to report any defects to your line manager.

### **Emergency Planning/Response Responsibilities**

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

### **Career Grade – Criteria for Progression**

The post holder will be limited to salary scale 3 until all the following criteria have been satisfied:

- At least 12 months experience and satisfactory performance of dealing with a caseload of planning and other applications.
- Evidence of knowledge and an ability to make sound judgements and recommendations on householder planning applications including understanding how to balance local and national planning policy against any other material planning considerations.
- Experience of writing and presenting a report to Planning Committee and attending Committee site visits.
- Demonstrating a proactive approach to ensuring that all aspects of the Development Services function are constantly kept under review and improved and that the section can respond to events and workloads as appropriate utilising a customer focused approach.
- Good overall performance as determined by the Development Services Manager through the formal performance review process.

Once the above criteria have been satisfied incremental progression through scale 4 will be permitted. The assessment of the post holder against these criteria will be undertaken by the Development Services Manager.

Progression to scale 4 will require the post holder to undertake the additional responsibilities as detailed in the job description and person specification:

- Making delegated decisions on householder planning applications, applications for advertisement consent, applications for works to trees, and prior notifications.
- Processing and making recommendations on minor planning applications and applications for listed building and conservation area consent.
- Attending Planning Committee site visits and presenting applications at Committee.

## Person Specification

### Knowledge

#### Essential:

A good working knowledge of the Microsoft suite of IT packages (3,4\*)

At scale 4: Clear understanding of the concept of development management and enabling good development (2,3,4\*)

#### Desirable:

Knowledge and understanding of the functions and services of a Local Authority (3,4\*)

Knowledge and understanding of town planning and the concept of development management (3,4\*)

### Experience

#### Essential:

Experience of working within a customer service environment (3,4\*)

Demonstrable experience of writing letters, emails and reports (3,4\*)

At scale 4: A minimum of 12 months experience of processing and making recommendations on householder planning applications demonstrating clear and sound planning judgements balancing local and national planning policy against any other material planning considerations (3,4,5\*)

At scale 4: Experience of presenting an application and making a recommendation to Planning Committee and attending Committee site visits (3,4,5\*)

#### Desirable:

Experience of working in an administrative environment (3,4\*)

### Skills/Abilities

#### Essential:

Ability to communicate effectively at all levels with excellent verbal and written communication skills (2,3,4\*)

Excellent IT skills including use of Microsoft Word, Excel, PowerPoint & Outlook (3,4\*)

Proven ability to work to deadlines and prioritise work and manage competing work demands whilst working to a high accuracy level and with attention to detail (2,3,4\*)

Proven ability to produce well researched and justified advice (2,3,4\*)

An ability to read and interpret plans (2,3,4\*)

An ability to understand, interpret and follow planning legislation (3,4\*)

Well-motivated and takes pride in delivering a high-quality service (3,4\*)

Strong team skills and a proactive, supportive way of closely working with colleagues to achieve results (3,4\*)

Able and willing to work independently and under supervision (3,4\*)

Ability to demonstrate tact, diplomacy and handle information in a confidential manner as necessary (3,4\*)

Flexible and receptive to new ideas and ways of working (3,4\*)

At scale 4: Ability to show initiative and demonstrate good problem-solving skills (2,3,4\*)

At scale 4: Can demonstrate an ability to take a proactive approach to ensuring that all aspects of the section's functions are constantly kept under review and improved and that the section is able to respond to events and workloads as appropriate (2,3,4\*)

## **Qualifications/Training**

### **Essential:**

At least 5 GCSEs grades A\* to C or at grade 4 and above (or equivalent qualification) including English and Maths (3,5\*)

### **Desirable:**

A degree level qualification in Town Planning, Environmental Studies, Geography, Economic Development, Housing, Surveying (or similar) (3,5\*)

## **Other**

### **Essential:**

Full driving licence and use of a car for business purposes (3,5\*)

Able to undertake site visits (3,4\*)

At Scale 4: Able to attend evening meetings (3,4\*)

### Method of assessment\*

1. Test prior to shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence

**Job Description and Person Specification details:**

Reviewed by: Development Services Manager

Latest Version Date: 12<sup>th</sup> February 2025

Job Evaluation Ref: A1105