# PLANNING OFFICER

## Role Profile

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| Title | Planning Officer |
| Grade | GRADE E/F/H/I |
| Reference: | N 830 |
| Reports to: | Various ² the posts are situated in different teams across the department. The |

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| | ƒ Assists with the initiation, undertaking or commissioning of technical surveys, studies and other research, including where appropriate collating, analysing and evaluating data (5%)<br>ƒ Assists with the planning and implementation of public consultation initiatives (5%)<br>ƒ Assists with the monitoring, review and testing of policies and strategies (5%)<br>ƒ Assists with the preparation of the case for informal hearings and public inquiries (5%)<br>ƒ Responds to correspondence and enquiries related to the work of the department with support from more senior staff (5%)<br>ƒ Prepares research reports and material for public consultation exercises as directed (5%)<br>ƒ Gives planning policy advice on minor planning applications (5%)<br>ƒ Assists with the investigation and development of computer facilities and egovernment initiatives to support the efficient functioning of the department in order to continuously improve performance and service delivery (5%)<br>ƒ Evaluates householder, minor and other non-major planning consents, including less contentious listed building consents, presenting these applications at Planning Committee where necessary and preparing the case for planning appeals (15%)<br>ƒ Provides pre-planning application advice on householder and other minor planning applications (10%)<br>ƒ Responds to planning enforcement matters where they relate to householder, minor and other non-major planning consents (5%) | ƒ Prepares and develops policies and provides support to other staff, for example in the determination of planning applications for changes of use, which could be highly contentious (10%)<br>ƒ Advises on the application of spatial planning policies, to support the implementation of policy through the planning application process (5%)<br>ƒ Has a shared responsibility for the development of policies within the Local Plan that have an impact on economic, social and environmental well-being. (15%)<br>ƒ Attends to correspondence and enquiries of a more complex nature (5%)<br>ƒ Prepares reports and material for public consultation exercises (5%)<br>ƒ Evaluates minor planning consents, including more contentious listed building consents, presenting these applications at Planning Committee where necessary and preparing the case for planning appeals (25%)<br>ƒ Provides pre-planning application advice on more complex minor planning applications (15%)<br>ƒ Responds to planning enforcement matters where they relate to minor and smaller scale major planning applications (10%)<br>ƒ Advises on the administration and further development of CIL and Planning Obligations and keeps under review in relation to its effectiveness and its impact on the commercial investment climate (5%) |

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| | ƒ Contributes to achieving agreed service targets and customer service standards (5%)<br>ƒ Assists with the management of CIL and Planning Obligations in terms of its impact on the commercial investment climate (5%) | |
| | Grade H | Grade I |
| | ƒ Attends as expert witness at public inquiries, informal hearings, independent examinations, Examinations in Public and other such hearings as appropriate to represent the case (5%)<br>ƒ Supervises junior staff/ and or consultants as required and uses extensive experience and knowledge to line manage, mentor, support and train others (5%)<br>ƒ Attends public meetings, and council meetings to present the planning policies as required (5%)<br>ƒ Leads on the preparation of major planning policy and delivery documents (15%)<br>ƒ Attends to sensitive or contentious correspondence on behalf of the team manager or more senior staff as directed (5%)<br>ƒ Gives advice to other Officers on more complex policy matters arising out of planning appeals or the consideration of some major planning applications (5%)<br>ƒ Evaluates complex minor and major planning applications, presenting these applications at Planning Committee where necessary and preparing the case for planning appeals (20%)<br>ƒ Provides pre-planning application advice on complex minor and major planning applications (10%)<br>ƒ Responds to planning enforcement matters where they relate to complex minor and major planning applications (5%) | ƒ Supports the team manager in the operational management of the team as appropriate, helping to ensure that the team is managed appropriately, the resources of the team are allocated to meet its overall work targets and that the team operates within corporate policies (10%)<br>ƒ Provides input to national / regional / sub regional spatial planning, to HQVXUH WKH DUHD·V interests are appropriately represented in strategic plans for the region, and to support its spatial planning (5%)<br>ƒ Leads on the most complex statutory Development Planning Documents, ensuring that spatial planning policies and proposals are prepared and implemented in support of the Growth agenda (40%)<br>ƒ Develops strategies and processes with other services and partners, to ensure a joined-up approach and to facilitate sharing of resources, skills and knowledge (5%)<br>ƒ Evaluates complex / strategically important planning applications, presenting these applications at Planning Committee where necessary and preparing the case for planning appeals (40%) |

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| | ƒ Promotes awareness of local and strategic planning policies and procedures amongst stakeholders and the community, to support the delivery of the policies in the interests of the sustainable growth (5%)<br>ƒ Delivers and procures key information relating to the area and key issues effecting its planning, to HQVXUH DOO RI WKH policies and procedures are soundly based on evidence and appropriate monitoring and review regimes are in place (10%)<br>ƒ Coordinates the delivery of high quality information and monitoring in support of future development and growth (5%)<br>ƒ Leads on the negotiation of CIL and Planning Obligations with regard to individual planning applications (5% | |
| Essential qualifications/ knowledge | Grade E | Grade F |
| | ƒ An appropriate qualification in Town Planning, an appropriate science / numerical discipline, or a related discipline OR Studying towards or willingness to study towards a Degree in Town Planning, an appropriate science / numerical discipline, or a related discipline plus relevant experience | ƒ Degree or equivalent in Town Planning, an appropriate science / numerical discipline, or a related discipline, plus reasonable relevant experience |
| | Grade H | Grade I |
| | ƒ A member of a relevant professional institute, such as the Royal Town Planning Institute, required to start the process of applying for and working towards such membership within 6 months of your start date for the post | ƒ A member of a relevant professional institute, such as the Royal Town Planning Institute, or required to start the process of applying for and working towards such membership within 6 months of your start date for the post |
| Desirable qualifications/ knowledge | Grade E | Grade F |
| | | ƒ Membership, or eligibility for membership, of an appropriate professional Institute |
| | Grade H | Grade I |

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| | | ƒ A Certificate in Management and/or a Diploma in Management Studies |
| Essential experience | Grade E | Grade F |
| | ƒ Access to transport in order to undertake numerous and frequent visits to sites.<br>ƒ Demonstrable experience of working in a customer environment handling customer enquiries by telephone and in person delivering high quality services.<br>ƒ Experience of delivering measurable improvements to services leading to increased customer satisfaction.<br>ƒ Experience of using a range of IT based applications<br>ƒ | ƒ Reasonable experience of working in town planning functions<br>ƒ Awareness of wider environmental issues relating to the Planning process<br>ƒ Experience of developing and sustaining good relationships and working with external organisations, elected members, land owners, members of the public and development interests<br>ƒ |
| | Grade H | Grade I |
| | ƒ Substantial experience in a Planning related discipline<br>ƒ Specialist knowledge of, and demonstrable experience in, town planning functions<br>ƒ Experience of preparing and / or presenting evidence for public inquiries and other hearings<br>ƒ Commitment to actively promote corporate working and support for corporate initiatives | ƒ Political sensitivity and awareness including experience of working closely with and providing advice to elected members and management on a formal and informal basis<br>ƒ Significant experience of project management at a senior level in statutory planning or a related function.<br>ƒ Developed, articulate, and motivate support for a clear strategic vision and sense of direction, and to identify necessary changes to achieve the vision and effect the required service delivery improvements<br>ƒ Demonstrable skills in learning the implications of a continually changing legislative framework and to share practice lessons from others in the team |
| Desirable experience | Grade E | Grade F |
| | ƒ Knowledge and / or experience in town planning functions | ƒ Keyboarding and ICT skills with considerable demand for precision when using a range of IT packages |

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| | ƒ Knowledge of relevant national planning policy and guidance documents<br>ƒ Knowledge of development plannin legislation, procedures and practice and its role in delivering high quality and sustainable development<br>ƒ Understanding and / or experience of the role and application of community. | ƒ Skills in a wide range of IT package including: GGP/GIS to create overlays; specialised drawing packages to manage and produce graphical work<br>ƒ |
| | Grade H | Gr ade I |
| | | ƒ Line management experience and experience of managing and monitoring budgets |
| Essential skills | Grade E | Grade F |
| | ƒ Developed oral and written communication skills to exchange sensitive or complicated information with a range of audiences<br>ƒ Developed advisory and guiding skil<br>ƒ Ability to use plotting and mapping systems<br>ƒ Problem solving skills, using analyt techniques and own judgement to respond to varied problems<br>ƒ Ability to plan events / activities up to a month in advance<br>ƒ Ability to develop and maintain effective and productive working relationships across Council departments and with external stakeholders<br>ƒ Customer care skills to deliver an excellent service to customers<br>ƒ Time management skills to prioritise work appropriately, be punctual and meet deadlines. | ƒ Ability to respond to complex information and situations<br>ƒ Research and data analysis skills in order to: find relevant information (e.g. using web-based skills), collect relevant evidence to inform the development of policies and interpret evidence<br>ƒ Advanced customer care skills to deal with contentious and sensitive issues in a customer focused way |
| | Grade H | Grade I |
| | ƒ Analytical and problem solving skills to take on the more complex cases and to process, interpret, evaluate and apply a wide range of complex data streams, social and financial inputs and valued judgements | ƒ Highly developed interpersonal and communication skills for negotiation influencing while interacting with elected members, applicants and other internal and external stakeholders |

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| | | ƒ Ability to exchange information about the planning process and how LW UHODWHV WR WK The post holder will be an expert witness in court situations and inquiries<br>ƒ Personal qualities of leadership, dri and enthusiasm including innovat team organisation and motivation, effective communication, advocacy and negotiating skills<br>ƒ Ability to directly line manage staff and manage complex work programmes in a deputy role for the team manager.<br>ƒ Analytical and decision making skills and an innovative and creative approach to problem solving to identify radical alternatives to current thinking |

ƒ Corporate standards

ƒ In accordance with Council policies and guidance on information management and secu is your personal responsibility for data protection, client confidentiality and information governanc

ƒ Act at all times in accordance with appropriate legislation and regulations, codes of prac WKH SURYLVLRQV RI WKH &RXQFLO·V FRQVWLWXWLRQ

ƒ Work within th H UHTXLUHPHQWV RI WKH &RXQFLO·V +HDO standards, safe systems of work and procedures.

ƒ Undertake all duties with due regard to the corporate equalities policy and relevant legis