**JOB DESCRIPTION**

**REGENERATION & NEIGHBOURHOODS**

**JOB TITLE:** PLANNING OFFICER

**DIVISION:** ECONOMIC GROWTH AND REGENERATION

**GRADE:** BAND 7-11 (DEVELOPMENT SCHEME)

**RESPONSIBLE TO:** PLANNING SERVICES MANAGER

**POST REFERENCE:**  103383

**Purpose of Post**

To assist in all aspects of the Planning Services function including the provision of professional and technical advice and expertise.

**Key Relationships**

* Assistant Director Economic Growth and Regeneration
* Planning Services Manager
* Planning Team Leader (DC)
* Planning team members

**Main Duties and Responsibilities**

1 The provision of professional and technical advice and expertise.

2 To undertake work in relation to all aspects of Planning Services including:

* the provision of detailed pre-application advice using the Council’s planning ‘One Stop Shop’ service as a framework for this including cases where complex, sensitive, political, physical and economic planning issues may present;
* evaluation and processing of applications submitted to the Authority under the Town and Country Planning Acts and related legislation including cases where complex, sensitive, political, physical and economic planning issues may present;
* advise, implement and enforce statutory regulations relating to planning control including more complex cases where complex, sensitive, political, physical and economic planning issues may present;
* plan for and undertake site visits, make notes, take photographs with regard to planning applications.
* preparation of the Council’s statement of case for appeals where appropriate and attendance at hearings and if appropriate Public Inquiries;
* preparation of detailed reports to the Planning Services Manager or the Planning Committee as necessary;
* liaise with other officers within the Authority and where necessary with other agencies with regard to the Town and Countryside Planning Acts and related legislation;
* undertake relevant survey work and studies with regard to applications or planning issues including where complex, sensitive, political, physical and economic planning issues may present;
* peer supervision and guidance of more junior colleagues using a range of presentational methodologies;
* contribute to the development of policies with Planning Services.
* to undertake planning policy related work.

3 Have the ability to use MS Office software and bespoke planning software packages

4 An involvement in all other aspects of the Planning Services function appropriate to the core duties of the post.

5 To undertake any other duties of a related nature which might reasonably be required and allocated by the Planning Services Manager.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: January 2017