

**Job Description & Person Specification**

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| **Post Title** | Senior Planning Officer | | | | |
| **JE Reference** | W497 | **Grade** | G | **SCP Range** | 34 - 36 |

Development Services Manager

**Reporting line:**

Senior Planning Officer

N/A

**Job Purpose:**

To support the management of the Development Management service in a manner which takes account of all relevant legislation and agreed policies of the Council and provide a high quality development management service.

To process a caseload of development management applications to recommended decision stage, taking into account all relevant information.

To provide development management / planning advice on enquiries prior to receipt of applications.

**Relationships:**

**Accountable to:** Development Services Manager

**Accountable for:** N/A

**General Contacts:** The post holder will establish and maintain effective working relationships with Directors, Assistant Directors, Portfolio Holders, Elected Members, and national, regional and local stakeholders, as well as a full range of clients from members of the public to development agents and investors.

**Key duties and responsibilities:**

1. To undertake a caseload of development management applications which will include straightforward major, household and minor applications (within the definition of the Planning Act), including appeals statements and support for planning inquiries and hearings on behalf of the Council.
2. To prepare reports for Regulatory Services Committee and other forums as required by the Director of Economic Growth, Head of Planning and Development and Development Services Manager.
3. To manage a case load of planning applications to meet government timescales for performance.
4. To offer advice to members of the public, agents, other officers and Members of the Council.
5. With the Development Services Manager, to ensure appropriate and timely input into the planning process.
6. In undertaking all duties to promote the principle of sustainability.
7. To provide cover and assistance in other areas of the Directorate as may be necessary from time to time to take account of staff absences and peaks and troughs in work programmes.

**General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post.
2. To ensure that the Council’s corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures.
3. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal.
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner.
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives.
7. To ensure the highest standards of customer care are met at all times.
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers.
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

**Last Updated:** 12/03/2018 **Author:** Claire Griffiths

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| **POST TITLE** | **GRADE** |
| Senior Planning Officer | G |

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| **NOTE TO APPLICANTS**  Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. |

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| **CRITERIA** | **NECESSARY REQUIREMENTS** | | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Minimum of two years post RTPI qualification experience, one of which should be in Development Management/Control. * Experience of handling planning applications and enquiries. | * Some experience of handling major planning applications and enquiries. | A ,I, R |
| **SKILLS AND ABILITIES** | * Good negotiation, presentation, motivational and communication skills. * Ability to work with minimum supervision and to accept responsibility. * Good oral and written skills. * Good IT skills including the ability to produce reports electronically to set deadlines and familiarity with electronic planning systems eg GIS. * Ability to self-motivate and to motivate and lead others. * Mental resilience capable of coping with and responding to the pressures of the job. | * Ability to present reports to Committee and other public meetings. | A ,I, R |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * Recognised degree or diploma in Town and Country Planning. * Membership of Royal Town Planning Institute * Technical knowledge of Planning and other related legislation and Local Government procedures. |  | A, I, R, C |
| **OTHER REQUIREMENTS** | * Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours. * Commitment to own continuous personal and professional development. * Strong team player, committed to an ethos of continuous improvement. * Highly motivated. | * Evidence of own continuous personal and professional development * Current full driving licence. * Provide evidence of linking day to day duties to performance management framework. | A, I, C |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users | * Evidence of having completed training in equality and diversity awareness | A,I |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service | * Evidence of surpassing customer expectations or service targets / goals | A,I |

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE

R = REFERENCE