



Job profile

Planning Officer

Grade E/J

Group: Development & Enterprise

Service: Development & Public Protection

Location: Civic Centre and Home Working

Line Manager: Assistant development Manager

Car User Status: Casual

Job Purpose

To process planning applications as allocated and other associated development control work

The key roles of this post will include:

1. To consider and process planning applications through all stages of the development control process from pre-application advice to recommendation to managers and committee and discharge of planning conditions. To handle planning appeals at written representation and hearing stage.
2. To provide general planning advice including pre-application stage.
3. To liaise with other relevant services and outside bodies as required.
4. To undertake any administrative procedures necessary for the smooth progression of planning applications through the system
5. To be an effective team player and contribute to service improvement initiatives
6. Such other responsibilities allocated which are appropriate to the grade of the post



Knowledge & Qualifications

Essential:

Knowledge

- Computer Literate
- good negotiation skills
- strong customer focus
- knowledge of Development Management

Experience

- Clean driving licence
- Manage own workload
- Use own initiative and take responsibility

Qualifications

- Working towards or having a degree in Town Planning or experience in related planning issues

Desirable:

Knowledge

- Experience of Development Management work
- Experience of dealing with planning applications of some complexity
- Experience of handling appeals at written representation and informal hearing
- A wider understanding of the town and country planning system and legislation



Competencies

Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

Team Working

Works with others to achieve results and develop good working relationships

Making things happen

Takes responsibility for personal organisation and achieving results

Flexibility

Adapts to change and works effectively in a variety of situations

Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences