**JOB DESCRIPTION**

**REGENERATION AND NEIGHBOURHOODS DEPARTMENT**

**JOB TITLE:** SENIOR PLANNING OFFICER (DC)

**DIVISION:** PLANNING SERVICES

**GRADE:** BAND 12

**RESPONSIBLE TO:** PLANNING TEAM LEADER (DC)

**POST REFERENCE NO:** 106263

# Purpose of Post

1. To undertake work in relation to all aspects of Planning Services.

2. To provide professional and technical advice and expertise.

3. To supervise staff in the Planning Services section.

**Key Relationships**

* Reports to the Planning Team Leader (DC).
* Undertakes cross organisational team working.

**Main Duties and Responsibilities**

1. To undertake work in relation to all aspects of Planning Services including:-

* the provision of comprehensive pre-application advice using the Council’s planning ‘One Stop Shop’ service as a framework for this where complex, sensitive, political, physical and economic planning issues may present;
* evaluation and processing of complex applications submitted to the Authority under the Town and Country Planning Acts and related legislation where complex, sensitive, political, physical and economic planning issues may present;
* advise, implement and enforce statutory regulations relating to planning control in 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 complex planning applications.
* preparation of the Council’s statement of case for appeals where appropriate and attendance at hearings and Public Inquiries;
* preparation and presentation of detailed reports to the Planning Team Leader (DC) 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 complex applications or planning issues where complex, sensitive, political, physical and economic planning issues may present;
* to act as lead officer on allocated Planning-related projects;
* To offer advice to the Assistant Director Economic Growth and Regeneration, and the Planning and Development Manager in the exercise of delegated powers related to Planning Services matters.
* Delegated powers for decision making on planning applications and informal enquiries.

2. To represent the Planning and Development Manager as required.

3. To assist the Planning and Development Manager in:

- the establishment, monitoring and completion of work programmes for the Planning Services section

- the development and implementation of policies

- the establishment of performance indicators and the monitoring of progress in their achievement

- other tasks in the management of the Planning Services section.

4. To brief Council Members and other senior officers of the Council on Planning Services matters as and when required.

5. To Supervise staff working in the Planning Services section, as required.

6. To assist in all aspects of the Planning Services function as required.

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

8. Any other duties of a related nature which might reasonably be required and allocated by the Planning and Development 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: November 2018

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**