

**DARLINGTON BOROUGH COUNCIL**  
**ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES**

**JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	<b>Planning Officer</b>
<b><u>PAY BAND :</u></b>	<b>Band 8/9/11</b>
<b><u>JOB EVALUATION NO.</u></b>	<b>A569/C2002/A640</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>Principal Planning Officer</b>
<b><u>JOB PURPOSE :</u></b>	<b>The Planning Officer shall be responsible for providing professional planning advice and as appropriate recommendations and decisions on a range of issues and subjects that impact on place making that delivers that strategic outcomes for the community.</b>
<b><u>POST NO.</u></b>	<b>POS000634</b>
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	<b>Level 1, Expected Competencies for all employees</b>

**MAIN DUTIES/RESPONSIBILITIES**

1. Provide advice and guidance and make recommendations on all aspects of development management, conservation, design, listed buildings, policy and projects.
2. Contribute to the preparation, production, monitoring and review of the Local Plan and other planning policy documents, planning and development briefs, master plans, area action plans, and preparation and implementation of development, regeneration, conservation and improvement projects.
3. Contribute to the implementation and monitoring of policy decisions and other decisions of the Council and Departmental Management Team.
4. Contribute to the management of relevant works programmes and advising on priorities and costs as appropriate.
5. Contribute to the management of budgets within the guidelines established by the Departmental Management Team.
6. Work to achieve the relevant standards of performance and measures of efficiency for the section to ensure that services are being effectively delivered and contribute to the programme of continual improvement.
7. Prepare reports on planning applications, policies, strategies and routine matters for Committees, Sub-Committees and Working Groups and other parties and present or assist in their presentation as required.

8. Represent the Council on appropriate external bodies, at planning inquiries, at relevant Committees and Public Meetings as directed and/or required.
9. In co-operation with other directorates, assist in regularly undertaking surveys and research to establish the needs of the community and its demands for services and provide the Council with information to assist in the formulation of the Council's policy and decisions.
10. Deputise for Principal Planning Officer where appropriate.
11. Contribute to the delivery of projects for the Council, which may extend beyond the boundaries of the department.
12. Keep abreast of all legislation and changes thereto and relevant best practice, so that your input and advice remains relevant and soundly based.
13. Responsibilities for Planning Policy Team:-
  - (a) National and Regional Policy on Planning, Housing, , Leisure, Environment and Related matters
  - (b) City Region Partnerships on strategy and commissioning affecting place and related matters
  - (c) Local Plan and Supplementary Planning Documents and other planning policy
  - (d) Area Action Plans
  - (e) Policy for Urban Design, Countryside and Conservation work
  - (f) Climate Change and Sustainable Environment Strategy Sustainability Appraisals
  - (g) Contribution to development management and enforcement
  - (h) Contribution to planning and development briefs, master plans and area action plans
  - (i) Contribution to development and regeneration projects
14. Responsibilities for Development Management Team:-
  - (a) Development Management
  - (b) Enforcement
  - (c) Monitoring of compliance
  - (d) Management of S106 receipts and expenditure
  - (e) Contribution to Local Development Framework, Supplementary Planning document and other strategies
  - (f) Contribution to development and regeneration projects
  - (g) Contribution to planning and development briefs, master plans and area action plans
  - (h) Contribution to Urban Design and Conservation work

15. You should note that management reserves the right to switch resources between teams as may be appropriate to meet work demands.
16. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
17. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
18. Carry out your role in line with the Council's Equality agenda.
19. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
20. Any other duties of a similar nature related to this post that may be required from time-to-time.
21. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**Note.**

Appointment will be made based on relevant experience and capability to manage the degree of complexity and or sensitivity of case work, policy development or projects.

At Band 8 level entry will have a planning qualification but with limited practical experience. You are likely to be able to manage less complicated case work such as householder applications, conduct research for policy development under supervision from a Senior Planner or Service Manager.

At Band 9 level you will have approximately three years of planning experience, and be capable of carrying out a wide range of planning tasks with minimal supervision.

At Band 11 level you would be expected to be a well-rounded planner, generally with approximately five years of experience, capable of carrying out a wide range of planning tasks with no supervision. You would take on full responsibility for case management and or policy development and would be expected to act on your own initiative within the scope of the role to ensure tasks are completed and service standards are met.

**Date: January 2020**

**DARLINGTON BOROUGH COUNCIL****PERSON SPECIFICATION****ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES****PLANNING OFFICER****POST NO. POS000634**

All appointments are subject to satisfactory references.

<b>Criteria No.</b>	<b>Attribute</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
	<b>Qualifications &amp; Education</b>		
<b>1</b>	Relevant Degree or equivalent professional qualification in Planning.	<b>E</b>	
<b>2</b>	Chartered Town Planner		<b>D</b>
	<b>Experience &amp; Knowledge</b>		
<b>3</b>	Sound knowledge of the local authority's statutory planning duties.	<b>E</b>	
<b>4</b>	For 11 level grade - approximately five years post qualification experience in relevant planning work  For 9 level grade - approximately three years post qualification experience in relevant planning work  For 8 level grade - approximately one year's relevant experience working in Local Government, the private or voluntary sectors	<b>E</b>  <b>E</b>	<b>D</b>
<b>5</b>	For 11 level grade experience of working with Members and preparation of Committee reports.	<b>E</b>	
<b>6</b>	For 11 level - approximately one year's experience of liaising with, consulting and undertaking joint working with partners.	<b>E</b>	
<b>7</b>	For 11 level Grade - ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others.	<b>E</b>	
<b>8</b>	Experience of interpreting legislation, policy or procedures to give recommendations and advice.	<b>E</b>	
<b>9</b>	Ability to present complex information in formats appropriate to non-specialists without compromising meaning.	<b>E</b>	
<b>10</b>	Experience and understanding of community engagement.		<b>D</b>
	<b>Skills</b>		
<b>11</b>	Ability to work under pressure to meet deadlines.	<b>E</b>	
<b>12</b>	Ability to analyse complex problems and adopt an innovative approach to finding solutions.	<b>E</b>	
<b>13</b>	Ability to deal effectively with the public, client departments, and outside bodies.	<b>E</b>	
<b>14</b>	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations).	<b>E</b>	
<b>15</b>	Able to handle ambiguous and uncertain situations, including sensitive policy area.	<b>E</b>	
<b>16</b>	Ability to work under pressure to tight deadlines on a number of different projects.	<b>E</b>	
<b>17</b>	Ability to maintain accurate records.	<b>E</b>	

<b>18</b>	For 11 level Grade - ability to work to broad policy guidelines, without reference to manager, and to use discretion and act on own initiative as required. For 8 and 9 level grades - ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager.	<b>E</b>	
<b>19</b>	Able to demonstrate negotiating, influencing and persuasive skills.	<b>E</b>	
<b>20</b>	IT Literate, capable of using MS Word / Excel and Office packages.	<b>E</b>	
<b>Personal Attributes</b>			
<b>21</b>	Ability to demonstrate a commitment to public services and local democracy.	<b>E</b>	
<b>22</b>	Commitment to personal training and development.	<b>E</b>	
<b>23</b>	Flexible approach to working time/arrangements, with the ability to work outside of normal office hours as required.	<b>E</b>	
<b>24</b>	Ability to carry out the travelling requirements of the post.	<b>E</b>	
<b>Special Requirements</b>			
<b>25</b>	Capable of independent travel to carry out the requirements of the post	<b>E</b>	