



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Planning Officer

Vacancy ID: 010798

Salary: £22,462.00 - £32,878.00 Annually

Closing Date: 08/03//2020

Benefits & Grade

Grade H, I, K,

It is anticipated that an appointment will be made at grade I or K to maintain a skills balance in the team

Contract Details

Permanent

Contract Hours

37 hours per week

Job Description

The Borough of Stockton-on-Tees is located within the Tees Valley with an economy on the up. We are an ambitious Authority with big plans and a bright future and the Council is seeking to recruit a Planning Officer. The role forms part of the Planning Development Services Team within Economic Growth & Development Services Directorate.

Supporting the growth of our economy is a major objective of the Council and this role offers an exciting opportunity to work on a variety of planning projects including major housing, commercial and industrial schemes.

With experience in Development Management the individual should be highly motivated, enthusiastic and one who is able to rise to the challenge of delivering successful outcomes in a fast paced environment whilst ensuring that quality remains at the heart of timely decision making. You will be expected to be a team player and work corporately across a range of Council services to ensure that projects and services are delivered coherently in the most efficient manner.

An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Simon Grundy, Planning Development Services Manager on 01642 528550.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Economic Growth and Development		Service Area: Planning Development Services	
JOB TITLE: Planning Officer			
GRADE: H,I,K			
REPORTING TO: Planning Development Services Manager			
1.	JOB SUMMARY: The post holder will be required to assist the Planning Development Services Manager in the effective and efficient determination of applications and consents to achieve the required performance standard of the Planning Development Services team. The post holder will be required to ensure that the relevant material planning considerations are accurately identified and analysed when producing robust planning reports and be required to communicate effectively across the Planning Development Services Section and Economic Growth and Development Services Directorate.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	You will be responsible for the determination of applications and consents producing sound and robust planning reports which accurately identify and analyse relevant material planning considerations as required by and in accordance with the relevant Town & Country Planning legislation and as governed under the Council's scheme of delegation.	
	2.	You will be required to provide professional impartial advice and guidance to a range of stakeholders including services users, colleagues and elected members.	
	3.	You will be responsible for ensuring that all necessary statutory and non-statutory consultations are carried out on all development service matters.	
	4.	You provide technical advice on a range of planning related issues, including the production of any publications/advisory materials and attendance at planning committee meetings as directed by the Planning Development Services Manager.	
	5.	You will be responsible for providing pre-application planning advice and ensuring that all such matters are treated in strict confidence.	
	6	To will be expected to deal with planning appeals on behalf of the Council and to represent the Council at site visits, hearings and Public Inquiries under the direction of the Planning Development Services Manager.	

	7	You will develop an understanding of the role of elected members, the local political environment in which the Council operates and develop political sensitivity in dealing with planning related matters in an impartial manner.
	8	You will need to be an effective team player, establish excellent working relationships with key internal and external partners and ensure that information is appropriately shared across the Development Services team and Directorate as necessary.
	9	You shall ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.
	10	You will be required to investigate breaches of planning control and to facilitate appropriate enforcement action where necessary.
	11	You will be expected to gather evidence and provide support and assistance in the formation of a range of planning policy documentation.
	12	To take reasonable care of your own health and safety and co-operate with management, so far as necessary, to enable compliance with the Authorities health and safety rules and legislative requirements.
	13	You shall be responsible for your own personal development and undertake any necessary training and development to assist you in the requirements of the post.
	14	You will need to ensure that such other duties and responsibilities commensurate with the grading and nature of the post are fulfilled as directed by the Planning Development Services Manager.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated **7/1/2020**



PERSON SPECIFICATION

Job Title/Grade	Planning Officer	H,I,K
Directorate / Service Area	Economic Growth and Development	Planning Development Services
Post Ref:	POS005006	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> A recognised degree or Post Graduate qualification in Town & Country Planning (or equivalent) 	<ul style="list-style-type: none"> Member of Royal Town Planning Institute (RTPI) or working towards this. 	Application form
Experience	<ul style="list-style-type: none"> Work experience within a Development Management environment Experience in dealing with complex planning applications and appeals. 	<ul style="list-style-type: none"> Three years or more experience within Development Management/Planning environment, ideally with 2 years experience post qualification Experience within Spatial Planning and/or Planning Enforcement Local Government experience 	Application / Interview

<p>Knowledge & Skills</p>	<ul style="list-style-type: none"> • Detailed knowledge of Town and Country Planning and other related legislation. • The ability to use own initiative to effectively solve problems and form professional views. • Ability to interpret, analyse and challenge evidence to enable informed decision making. • The ability to write clear, accurate and concise reports, dealing with complex/conflicting issues. • Excellent attention to detail with the ability to produce accurate work. • Able to demonstrate excellent verbal and written communication. • The ability to negotiate and influence opinions to deliver successful outcomes • To be able to form good working relationships with others and work as an effective team member. • To be able to demonstrate effective organisational skills and the ability to meet performance targets, deadlines and other agreed priorities. • Highly motivated, reliable and enthusiastic. 	<ul style="list-style-type: none"> • Ability to prepare and assist in the formation of planning policy documentation • Ability to represent the Authority across a wide range of forums including being competent to give evidence/professional views in a public environment including appeal hearings/public inquiries. • Enthusiasm to learn new skills and be responsible for your own personal and professional development • Ability to act with political sensitivity and awareness 	
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	<ul style="list-style-type: none">• Good IT skills and familiarity with Microsoft office to produce accurate documents/information• Willing to show initiative for service improvements and developments.		
Specific behaviours relevant to the post	<ul style="list-style-type: none">• Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application / Interview
Other requirements	<ul style="list-style-type: none">• Access to a vehicle for use for work purposes• Current full driving licence	<ul style="list-style-type: none">• Flexibility to meet the needs to occasionally work outside normal working hours	

Person Specification dated 7/1/2020

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.