



Job profile

Job Title

Planning Officer

Grade E-J

Group: Communities & Environment

Location: Civic Centre

Service: Development & Public Protection

Line Manager: Team Leader

Car User Status: Casual

The key roles of this post will include:

1. To help prepare the Council's Local Plan and associated planning policy documents.
2. To provide policy advice regarding planning applications, pre application enquiries and other spatial development issues.
3. To liaise with Council services and outside agencies
4. To assemble key evidence for, and help ensure effective monitoring of, the Local Plan
5. To set up of digital platforms for planning documents and information
6. To undertake any administrative procedures necessary for the smooth progression of the Local Plan and other spatial planning documents
7. To be an effective team player and contribute to service improvement initiatives, including preparation of funding applications
8. Such other responsibilities allocated which are appropriate to the grade of the post



Knowledge & Qualifications

Essential:

Knowledge of:

- A practical approach to Spatial Planning
- Good communication and interpersonal and presentation skills
- Computer literacy
- An ability to work flexibly and to tight timescales
- Being creative, self-motivated and customer focused

Qualifications:

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

Experience of:

- Experience of planning topics but able to offer in depth knowledge in some areas
- Managing your own workload
- Working on your own initiative and working collaboratively with others
- Presenting and writing reports for a variety of audiences

Desirable:

Knowledge of:

- The revised planning agenda
- Co-ordinating and managing projects.
- New approaches to consultation and presenting information
- A wider understanding of the town and country planning system and legislation
- Digital Planning and Plantech



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