**NEIGHBOURHOODS & REGULATORY SERVICES**

**JOB DESCRIPTION**

**JOB TITLE:** PLANNING OFFICER (PODC 1)

**DIVISION:** DEVELOPMENT CONTROL

**GRADE:** BAND 8 TO BAND 11 (DEVELOPMENT SCHEME)

**RESPONSIBLE TO:** PLANNING TEAM LEADER (DEVELOPMENT CONTROL)

**POST REFERENCE:**  103383

**Purpose of post**

To assist in all aspects of the Planning Services function, and provide professional and technical advice and expertise.

**Key relationships**

* The post holder will report to the Planning Team Leader (DC) and be part of the Development Control Team
* Planning Services colleagues
* Managers and staff in departments and schools

**Main duties and responsibilities at entry level Band 8**

1. Provide technical advice and expertise.
2. Undertake work in relation to all aspects of Planning Services including:

* provision of pre-application advice, using the Council’s planning ‘One Stop Shop’ service as a framework
* evaluation and processing of minor applications submitted to the Authority under the Town and Country Planning Acts and related legislation
* provision of advice with regard to enforcement of planning control
* planning for and undertaking site visits, making notes and taking photographs, with regard to straightforward planning applications.
* preparation of the Council’s statement of case for appeals where appropriate
* preparation of reports to the Planning Team Leader (DC) or the Planning Committee as necessary
* liaison with other officers within the Authority and where necessary with other agencies with regard to the Town and Countryside Planning Acts and related legislation
* relevant survey work and studies.

1. Use of MS Office software and bespoke software packages
2. Deal with planning applications; for example: large household extensions; extensions to commercial properties; single new dwelling.
3. Prepare written representations/appeal statements for planning applications; for example: large household extensions; extensions to commercial properties; single new dwelling.
4. Provide detailed technical advice (pre-application advice/informal inquiries/planning applications) with regard to statutory regulations (advice and guidance that does not require referral to a senior officer).
5. Undertake relevant survey work and studies with regard to detailed planning applications and issues; for example: large household extensions; extensions to commercial properties; single new dwelling.
6. Prepare reports for the Planning Committee for planning applications; for example: large household extensions; extensions to commercial properties; single new dwelling.
7. Any other duties of a related nature which might reasonably be required and allocated by the Planning Team Leader (DC).

**Additional duties at Band 9:**

1. Deal with more detailed applications; for example: small scale housing developments; or small scale commercial developments
2. Prepare appeal statements re more detailed applications; for example: small scale housing developments; or small scale commercial developments
3. Provide professional advice and technical expertise (pre-application advice / informal inquiries / planning applications) with regard to more detailed enquiries; for example: small scale housing developments; or small scale commercial developments
4. Advise on and implement statutory regulations relating to planning control
5. Prepare more detailed reports to Committee on works; for example: small scale housing developments; or small scale commercial developments

**Additional duties at Band 10:**

1. Make decisions on complex applications such as larger scale housing/commercial developments/multiple use facilities such as shops/offices where there may be multiple planning issues, some contradictory
2. Prepare appeal statements re complex applications; for example: larger scale housing / commercial developments; or multiple use facilities such as shop / offices, where there may be multiple planning issues, some contradictory
3. Present evidence at appeal hearings as an expert witness
4. Provide professional advice and technical expertise (pre-application advice/informal inquiries/planning applications) with regard to complex enquiries; for example: larger scale housing / commercial developments; or multiple use facilities such as shop / offices, where there may be multiple planning issues, some contradictory
5. Advise, implement and enforce statutory regulations relating to planning control in complex cases; for example: larger scale housing / commercial developments; or multiple use facilities such as shop / offices, where there may be multiple planning issues, some contradictory
6. Prepare complex reports to Committee regarding works; for example: larger scale housing / commercial developments; or multiple use facilities such as shop / offices, where there may be multiple planning issues, some contradictory
7. Undertake relevant survey work and studies with regard to complex applications and planning issues; for example: larger scale housing / commercial developments; or multiple use facilities such as shop / offices, where there may be multiple planning issues, some contradictory
8. Peer supervision and guidance of more junior colleagues using a range of presentational methodologies
9. Contribute to the development of policies with Development Control

**Additional duties at Band 11:**

1. Make decisions on more complex applications; for example: large housing/commercial developments/waste operations where complex, sensitive, political, physical and economic planning issues may present.
2. Prepare appeal statements and presentation of evidence at appeal hearings in more complex cases; for example: large housing/commercial developments/waste operations where complex, sensitive, political, physical and economic planning issues may present.
3. Prepare the Council’s statement of case for Appeals and attendance at hearings and, if appropriate, Public Inquiries.
4. Provide professional advice and technical expertise (pre-application advice/informal inquiries/planning applications) with regard to more complex applications; for example: large housing/commercial developments/waste operations where complex, sensitive, political, physical and economic planning issues may present.
5. Advise, implement and enforce statutory regulations relating to planning control in more complex cases; for example: large housing/commercial developments/waste operations where complex, sensitive, political, physical and economic planning issues may present.
6. Prepare more complex reports to Committee regarding works; for example: large housing/commercial developments/waste operations where complex, sensitive, political, physical and economic planning issues may present.
7. Undertake relevant survey work and studies with regard to more complex planning applications and issues; for example: large housing/commercial developments/waste operations where complex, sensitive, political, physical and economic planning issues may present.

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**: March 2021.

**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.**