

# Newcastle City Council

## Job Description



**Post Title:** Planning Officer EE717

**Evaluation:** 562 Points

**Grade: N8**

**Responsible to:** Team Manager Planning

**Responsible for:** N/A

**Job Purpose:** Responsible for the full range of planning and other applications including assessment, negotiations, case law and preparing recommendations.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Deal with the full range of planning and other applications including initial processing, consultation, assessment, negotiations, weighing up and interpretation of evidence and case law, preparing reports, making recommendations. To implement statutory regulations.
2. Responding to and giving specialist advice on planning enquiries from agents, members of the public and Councillors and internal colleagues.
3. Dealing with planning appeals including preparation and submission of statements and representing the authority at Hearings and Public Inquiries.
4. Working with Planning Enforcement Officers to carry out the monitoring of developments and investigation of complaints, identifying the appropriate course of action and giving evidence in court when necessary to defend the Council's position.
5. To contribute to development and implementation of divisional and corporate policies, guidance and programmes including the Local Development Framework including taking the lead on specific topic areas.
6. To undertake negotiations with developers and other agencies on S106 legal agreements, accounting for pre application fees where necessary and the implementation and funding of capital projects.
7. To attend City Council meetings to present the Authority's or Directorate's case.
8. As a Team member, ensure that the Team meets its performance targets and targets set in the Directorate Service Plan and relevant Corporate targets.

9. To assist the Assistant Director of Planning in delivering an effective customer focused development management service that meets Corporate objectives and stakeholder aspirations.
10. To assist with the co-ordination, management and monitoring of projects as requested.
11. Develop and maintain positive and collaborative relationships with colleagues, relevant external agencies, stakeholders and the community.
12. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
13. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.