

## Job Description

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| <b>Post title</b>                           | Senior Planning Officer                                                                                                                                                                                                                  |
| <b>Job Evaluation</b>                       | N11526 – Grade 11<br>N11528 – Grade 12                                                                                                                                                                                                   |
| <b>Grade</b>                                | 11 to 12                                                                                                                                                                                                                                 |
| <b>Service</b>                              | Regeneration, Economy & Growth                                                                                                                                                                                                           |
| <b>Service area</b>                         | Planning & Housing - Planning                                                                                                                                                                                                            |
| <b>Reporting to</b>                         | Principal Planning Officer                                                                                                                                                                                                               |
| <b>Location</b>                             | Your normal place of work will be Corten House, Aykley Heads, but you may be required to work at any Council workplace within County Durham                                                                                              |
| <b>Disclosure and Barring Service (DBS)</b> | This post is <b>not</b> subject to a Basic/Standard/Enhanced Disclosure                                                                                                                                                                  |
| <b>Flexitime</b>                            | This post is eligible for flexitime                                                                                                                                                                                                      |
| <b>Politically restricted</b>               | This post is <b>not</b> designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State |

## Description of role

The Senior Planning Officer will assist the Principal Planning Officer in ensuring the effective delivery of the statutory processes.

The post holder will play an important role in ensuring the service effectively engages with its customers, including the general public, communities, applicants, stakeholders and the development industry in the planning service; and this may include attending public meetings, community consultation events and Town and Parish meetings as appropriate.

The post holder will deal with a case load of major and contentious planning applications and related matters and will be expected to attend Council meetings, including Planning Committee meetings to assist service management in the presentation of reports in relation to planning matters.

## Duties and Responsibilities

- Responsibility for the handling of the more complex, contentious and detailed applications for major developments proposals submitted to the Authority; including at both pre-application and formal application stage; having regard to the relevant legislation and the service's adopted performance management framework. To prepare and present reports and recommendations to Service management and the Council's Planning Committee in respect to such matters.
- To prepare and present Planning Appeal Statements for the Authority; including representing the Council at subsequent hearings and public inquiries as required.
- The provision of professional advice and guidance including for major and contentious proposals to potential Developers, Members of the Council and the general public and to carry out negotiations with applicants ensuring that Council policy and practices with regard to pre-application enquiries, including those relating to performance management, are adhered to.

- To provide professional planning advice and mentoring to more junior staff within a locality office to help them formulate recommendations on general service delivery and planning matters for presentation to management.
- To work alongside the Senior Enforcement Officer to assist in the consideration of more complex enforcement cases relating to non-compliance with planning conditions and breaches of planning control.
- To attend public exhibitions, meetings, including with community groups, Town and Parish Council's and the AAP for a locality to advise communities on major or contentious planning issues.
- To assist the Principal Planning Officer in the effective implementation of management decisions including new procedures within a locality office.
- To mentor and support junior members of staff; including those at a professional level
- To contribute to the formulation of planning policies and service improvement initiatives and assist the Principal Planning Officer in the compilation of accurate performance data for the service.

## **Organisational Responsibilities**

### **Values and behaviours**

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

### **Smarter working, transformation, and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

### **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

### **Health, Safety and Wellbeing**

To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

### **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

### **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

### **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

## **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

## **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

## **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

## **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

- **Salary and Bars**

The Senior Planning Officer post encompasses the salary range from grade 11 to 12 which equates to Spinal Column Points 30 to 37. Job evaluation has been undertaken for the two different grades. The Bars are as follows:

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|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Grade 11<br>(scp 30 to 34)  | Educated to Degree level or equivalent in a relevant in town planning qualification. Recent experience in dealing with large and complex planning development proposals or planning enforcement cases. Excellent and up to date knowledge of all planning legislation and process/procedures relevant to discipline. |
| Grade 12<br>(scp 33 to 37 ) | As above plus:<br><br>Ability to represent the Council at major public inquiries and/or hearings<br><br>Membership of RTPI<br><br>Ability to Mentor and advise junior members of staff in structured manner                                                                                                          |

## Person Specification

| Attributes                  | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Desirable                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b>       | <ul style="list-style-type: none"> <li>• Educated to Degree level or equivalent in a relevant town planning qualification.</li> <li>• (To G12 Professional qualification (RTPI)).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Professional qualification (RTPI)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>• Significant recent experience of development control services.</li> <li>• Recent experience in dealing with large and complex planning development proposals or planning enforcement cases.</li> <li>• Recent experience of dealing with planning appeals.</li> <li>• Experience of advising service management and Elected Members on development control and enforcement issues.</li> <li>• (To G12 Ability to represent the Council at major public inquiries and/or hearings)</li> <li>• (To G12 ability to mentor and advise junior members of staff in structured manner</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of developing service improvement policies and strategies.</li> <li>• Attendance at community meetings and the like to advise on development control and enforcement issues.</li> <li>• Representing the Council at appeal heard through public Inquiry or hearing.</li> <li>• Attendance at planning committees, to assist in presentation of reports on planning proposals or enforcement issues.</li> </ul> |
| <b>Skills and Knowledge</b> | <ul style="list-style-type: none"> <li>• Excellent and up to date knowledge of all planning legislation and process/procedures relevant to discipline.</li> <li>• Strong knowledge of relevant national, regional and local planning policy pertinent to planning discipline.</li> <li>• Good interpersonal skills, including the ability to communicate effectively, both orally and in writing, with a wide range of people from different backgrounds.</li> <li>• Ability to demonstrate customer orientated approach to development control and enforcement service delivery.</li> </ul>                                       | <ul style="list-style-type: none"> <li>• Good working knowledge of wider national and local planning policy framework.</li> <li>• Knowledge of statutory process relating to other related disciplines.</li> </ul>                                                                                                                                                                                                                                                 |

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|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                           | <ul style="list-style-type: none"> <li>• Ability to establish stakeholder relationships and to communicate effectively with a wide range of partners; including other Officers of similar disciplines both from within the Authority and external.</li> <li>• Familiarity with and ability to use relevant ICT infrastructure.</li> <li>• Knowledge of service planning issues relating to development control and enforcement including national and local performance framework.</li> <li>• knowledge of community engagement and customer first approach to service delivery.</li> <li>• Range of communication skills, including listening, presenting information.</li> <li>• Ability to demonstrate a can do and pragmatic approach to service delivery</li> </ul>                                      |  |
| <b>Personal Qualities</b> | <ul style="list-style-type: none"> <li>• Out-going personality with enthusiasm and self-motivation and ability to motivate others.</li> <li>• Ability to show determination to achieve results; to see complex projects through to completion.</li> <li>• Willingness/ability to work on own initiative and/or as part of a team, maintaining high levels of integrity and discretion.</li> <li>• Positive and can-do approach to service delivery.</li> <li>• Ability to understand corporate implications of decision-making process.</li> <li>• Willingness to undertake flexible working arrangements to meet service and project requirements.</li> <li>• Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance).</li> </ul> |  |