

## Career Grade

<b>Directorate</b>	Regeneration & Inclusive Growth
<b>Service Area</b>	Planning Services
<b>Job Title</b>	Planning Support Officer
<b>Career Grade</b>	G, H

### Progression within the Career Grade

To progress within the career guide structure all the criteria must be met and there must be sustained work available at the higher level.

This will need to be demonstrated through a formal review of performance. This evidence will be reviewed by the Principal Planning Officer and Planning Services Manager.

Possession of qualifications or time in post will not alone determine where a job holder is placed on the career grade.

When an employee believes that they meet the criteria for the next level they should raise this with their line manager. A formal application will be completed and will be sent to the Planning Services Manager.

Grade	Criteria
<b>G</b>	<ul style="list-style-type: none"> <li>• Demonstrate evidence of being able to enter data into the associated document management system.</li> <li>• Demonstrate the ability to read and interpret technical plans and drawings</li> <li>• Demonstrate the ability to validate planning applications for householder and small-scale development types.</li> <li>• Be able to provide planning advice to applicants, agents and the public on planning matters (pre-application enquiries, requirement of planning permission and how to submit applications).</li> <li>• Evidence of being able to understand the General Permitted Development Order and associated technical guidance for householder development proposals.</li> <li>• Demonstrate being able to respond to requests for householder permitted development enquiries.</li> <li>• Have the ability to use Geographical Information Systems (GIS) and constraint layers.</li> <li>• Be able to make initial assessments for breaches of planning control.</li> <li>• Be responsible for preparing planning committee presentations.</li> <li>• Evidence of good customer service, taking time to understand needs of customers.</li> </ul>
<b>H</b>	<p>Fulfil all of the criteria at Grade G above, and;</p> <ul style="list-style-type: none"> <li>• Demonstrate the ability to validate planning applications of all development types</li> <li>• Be able to provide responses to requests on the need for planning permission on all development types.</li> <li>• Evidence of being able to understand the General Permitted Development Order for all development types.</li> <li>• Basic knowledge and awareness of planning legislation and framework</li> <li>• Awareness of legal processes /responsibilities.</li> <li>• Proficient with Geographical Information Systems (GIS)</li> <li>• Evidence of an ability to respond to planning enforcement requests / breaches of planning control</li> </ul>

- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• Demonstrate the ability to be able to independently undertake site visits for enforcement matters and householder planning applications.</li><li>• Demonstrate the ability to write delegated reports for minor development proposals, i.e. works to trees, prior approvals for larger home extensions and householder applications</li><li>• Ability to work independently with guidance from Planning Officers as necessary.</li></ul> |
|--|--|