

Career Grade

Directorate	Regeneration & Inclusive Growth
Service Area	Planning Services
Job Title	Planning Officer
Career Grade	I, J, K, L

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.

Definitions

“Householder applications”	Single storey extensions Conservatories Garage conversions Applications for new boundary treatments
“small-scale applications”	Advertisement applications Larger and complex householder applications (i.e. two-storey extensions) Minor commercial and industrial extensions less than 500 sqm Changes of use Developments for less than 5 dwellings
“large-scale applications”	Commercial and industrial extensions more than 1000 sqm Developments for more than 10 dwellings
“significant and complex applications”	Environmental Impact Assessment Applications Large scale residential development more than 30 dwellings Commercial and industrial developments of floor space over 2000 sqm Complex and controversial planning applications
“Extensive technical and procedural experience within a Planning Environment”	Detailed knowledge of national planning policy and guidance Knowledge of legislative and legal process of policy formulation and determining planning application. Minimum of three years’ post qualification experience in planning environment
Town Planning (or related discipline) degree	Degree or post graduate qualification in Town planning; Urban Design; Geography; Historic environment and/or building conservation.
Professional accreditation	E.g. MRTPI (Member of Royal Town Planning Institute) or other relevant built environment accreditation

Grade	Criteria
I	Entry Level • Hold a related degree/equivalent qualification, or evidence of working within a planning environment. • To provide planning advice to applicants, agents and the public on planning matters (pre-application enquiries, breaches of planning control and planning applications). • Have the ability to read and interpret technical plans and drawings. • To independently undertake site visits to assess planning applications and breaches of planning control. • To be able to assess proposals for and write clear and concise reports with professional recommendation for planning applications for householder and small-scale developments. • Have the ability to research and write clear and accurate documents relating to small-scale planning policy matters. • Evidence of an ability to investigate and respond to planning enforcement requests. • Evidence of being able to understand and apply the General Permitted Development Order with respect to householder and small-scale development types. • Evidence of good organisation and time management skills.
J	Practitioner Level 1 Fulfil all of the criteria at Grade I above, and; • Hold a Town Planning Degree or equivalent or currently undertaking Town Planning degree qualification. • Experience of working within a planning environment for a minimum of 12 months. • Demonstrate evidence of preparing written representation appeal statements and documentation and/or support for local plan. • Demonstrate a good knowledge and awareness of planning legislation and associated policy framework. • Demonstrate a good awareness of legal processes /responsibilities of the planning system. • Demonstrate an ability to research background to policies, applications and appeal decisions. • Evidence of being able to understand and apply the General Permitted Development Order with respect to all development types.
K	Practitioner Level 2 Fulfil all of the criteria at Grade J above, and; • Hold a Town Planning Degree. • Have extensive technical and procedural knowledge and experience of the planning system and processes. • To be able to assess proposals for and write clear and concise reports with professional recommendation for planning applications small-scale and large-scale development types. • Be able to produce policies and associated guidance/documentation relating to planning matters • Be responsible for liaising with external partners and agencies relating to planning matters. • Expected to work with a high level of autonomy with limited assistance from Principal Planning Officer

L	Senior Planning Officer Fulfil all of the criteria at Grade K above, and; • Professional accreditation or the eligibility of accreditation • Evidence of a detailed knowledge of legal process/responsibilities associated with the planning system. • Be able to independently form professional views and critique professional views of others. • Ability to assess proposals for and write clear and concise reports with professional recommendation for planning applications of large-scale and significant and complex applications. • Demonstrate the ability to be able to independently research, interpret, analyse and challenge evidence to enable informed decision on applications and appeal decisions. • Evidence of the ability to write clear, concise and accurate policies and guidance including those on complex/conflicting issues. • Be able to independently research and engage with stakeholder to formulate policies and make strategic policy decisions. • Be responsible for reviewing and responding to government consultations. • Ability to formulate evidenced based consultation responses to complex planning related matters independently. • Be responsible for supporting and facilitating economic development and investments within the Borough. • Play a role in supporting the development of Planning Officers
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