 <b>WOKINGHAM BOROUGH COUNCIL</b>	<b>Job Description</b>		Job References
			710927, 710928, 710929, 710884, 711025, 711027, 711029, 711036, 711082, 711434, 710680, 710681, 710684, 710685
Job Title	Career Grade Planner		
Service	Place & Growth	Teams	Development Management & Enforcement Planning Policy Strategic Development
Location	Shute End and remote working		
Reports to	Team manager		
Responsible for	none		
Grade	Type of position:		Date
Career Grade 6-8	Permanent  Full Time		December 2023
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>			
<b><u>Service Purpose</u></b>			
<p>Development Management &amp; Enforcement – to process circa 4000 planning applications per year outside of the strategic development locations. To provide pre-application planning advice. To investigate and resolve circa 1000 requests per year about alleged breaches of planning control. The service is also home to the council’s Land Charges team, which processes new land charges and legal queries on property transactions in the Borough.</p> <p>Planning Policy - preparation of the Wokingham Local Plan. The Local Plan is a statutory plan which is independently examined by a government appointed inspector, to determine whether or not the plan is ‘sound’ before adoption. If found to be ‘unsound’ a Local Plan cannot be adopted without modifications which the inspector will recommend. The Local Plan sets out policies and proposals, including new site allocations for the Borough to cover a 15-year period from adoption. In addition, the service area prepares a separate Minerals and Waste Local Plan in partnership with other Berkshire local planning authorities, which is due to be adopted in January 2023, comments on emerging Government planning policy and the local plans of neighbouring local planning authorities and provides advice and steer to local groups preparing Neighbourhood Plans.</p> <p>Strategic Development – to process major applications within the strategic development locations and ensure compliance with the planning permissions.</p>			

### **Purpose of the role**

To process a caseload of planning applications, enforcement cases and planning appeals. Negotiating on planning applications to secure the best outcome for the Council and delivering on strategic aims. Taking formal enforcement action where it is appropriate, expedient and in the public interest to do so to maintain the high quality of the Borough's environment, residents' quality of life and ensure Wokingham remains a great place to live. Defending the Council's position at appeal. At grade 8 - acting as lead officer in planning appeals heard by Informal Hearing. Provide advice and guidance to customers and the technical team.

### **Main Accountabilities**

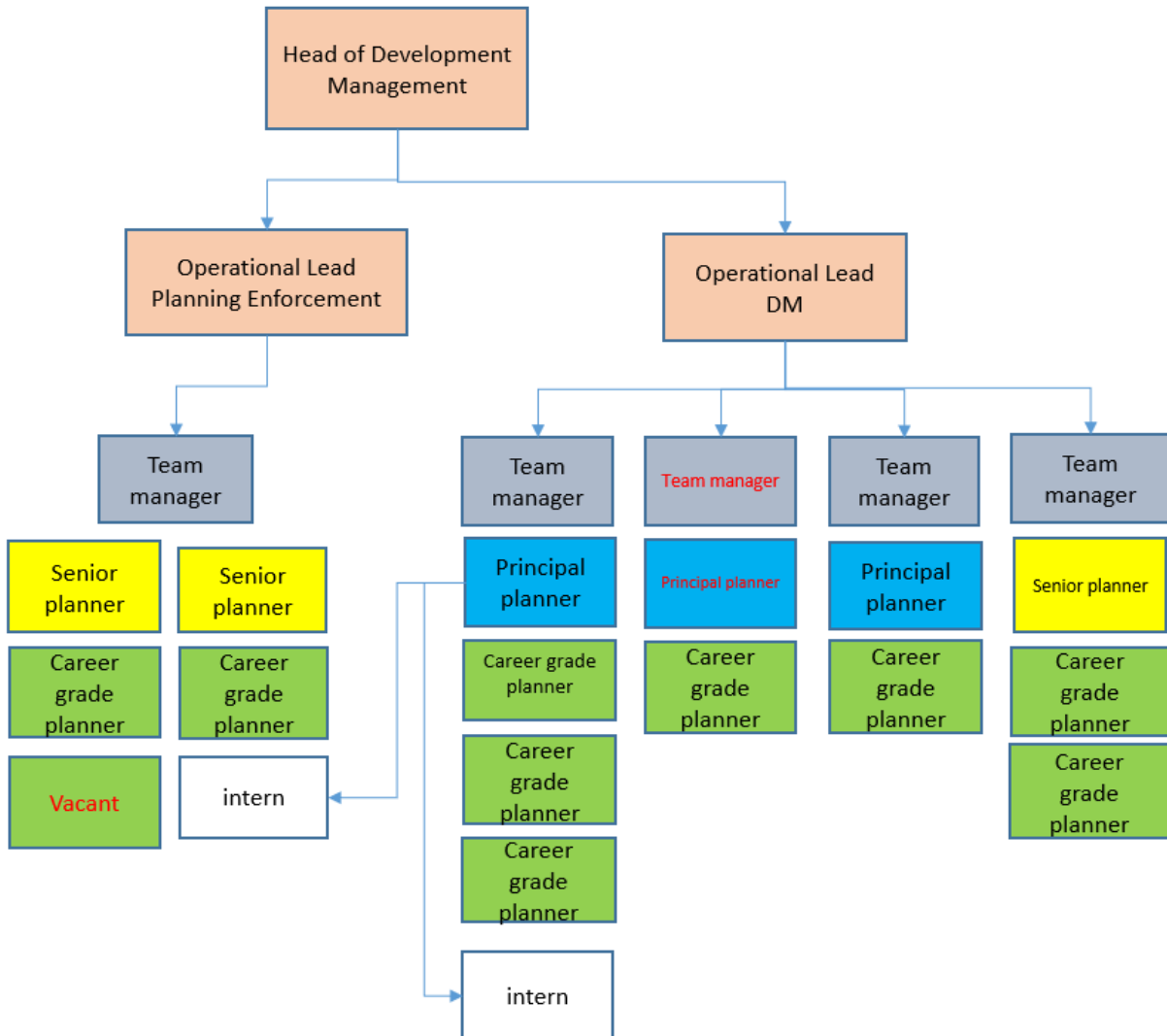
See Appendix 1 for Main Accountabilities for each grade

<b>Supervision Received</b>	Reports to Team manager. General guidance on progressing planning applications, enforcement cases and appeals.
<b>Supervision Given</b>	Technical guidance on planning applications to validation team. Residents and neighbours to application sites – frequent contact to advise on the planning process, legislative requirements, decisions, information requests and concerns. Parish & Town Councils – frequent contact to provide guidance when requested. Internal consultees at all levels and across all areas of the Council – frequent contact to obtain comments on, and discuss planning casework. External consultees – frequent contact to obtain and discuss comments on planning casework.
<b>Contacts &amp; Working Relationships</b>	Attendance at Planning Committee to give professional planning and enforcement advice. Provides regular updates and advice on planning, enforcement and appeal work to Councillors and to Town and Parish Councils. Meets regularly with local residents and agents to discuss planning, enforcement and appeal matters. Works closely with other Council teams within Planning Services, Place and Growth and the wider Council External stakeholders/statutory bodies such as: Environment Agency, NatureSpace, Historic England to progress planning case work.
<b>Management of resources or budget</b>	Ensures planning application fees, pre-application request fees and enforcement appeal fees are correct. Ensures correct CIL information has been submitted with application and determined whether proposal is CIL liable.
<b>Special Factors</b>	Attends site visits and site meetings with councillors and external stakeholders. Attends site visits with neighbours and planning agents. Attends evening meetings with Councillors (Committee).

Deals with difficult and confrontational situations. For example, angry residents where they are frustrated by breaches of planning control undertaken by their neighbour, or residents who have carried out development without planning permission and are required to take restorative action.

Attends court to give evidence.

### Organisation Chart



<b><u>Person Specification</u></b>		
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
At Grade 6	Undergraduate degree	Masters degree
At Grade 7	Masters degree in Planning or similar subject	Working towards membership of RTPI
At Grade 8	Masters degree in Planning or similar subject	Chartered Member of RTPI
<b>Technical Skills.</b>	<b>Essential</b>	<b>Desirable</b>
At Grade 6	<p>Good IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel.</p> <p>Knowledge of PowerBi, Civica APP, NEC and ESRI</p> <p>Good written and verbal communication skills</p> <p>Able to work under pressure and meet deadlines</p> <p>Presentation skills</p> <p>Persuasive report writing skills, able to make recommendations for decision making</p> <p>Ability to actively listen in order to extract and assess the important information</p> <p>Ability to analyse data &amp; information</p> <p>Good negotiating and influencing skills, able to apply these across all areas of the council and with stakeholders/partners</p>	
At Grade 7	Good IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel.	

	<p>Knowledge of PowerBi, Civica APP, NEC and ESRI</p> <p>Very good written and verbal communication skills</p> <p>Able to work under pressure and meet deadlines</p> <p>Good presentation skills, able to engage an audience</p> <p>Effective strategy and report writing skills, able to make recommendations for decision making</p> <p>Ability to actively listen in order to extract and assess the important information, ask pertinent questions in order to seek clarification</p> <p>Ability to interrogate &amp; analyse data &amp; information</p> <p>Good negotiating and influencing skills, able to apply these across all areas of the council and with stakeholders/partners</p>	
At Grade 8	<p>Very good IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel.</p> <p>Good PowerBi, Civica APP, NEC and ESRI skills</p> <p>Excellent written and verbal communication skills</p> <p>Able to work under pressure and meet deadlines</p> <p>Very good presentation skills, able to engage an audience</p> <p>Effective strategy and report writing skills, able to make recommendations for decision making</p> <p>Ability to actively listen in order to extract and assess the important information, ask pertinent questions in order to seek clarification</p> <p>Ability to interrogate &amp; analyse data &amp; information</p>	

	Excellent negotiating and influencing skills, able to apply these across all areas of the council and with stakeholders/partners	
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
At Grade 6	<p>Awareness of Planning legislation and policy.</p> <p>Awareness of Planning Practice Guidance</p> <p>Awareness of the Police and Criminal Evidence Act and Code for Crown Prosecutions</p> <p>Awareness of planning appeals procedures</p>	
At Grade 7	<p>Knowledge of Planning legislation and policy.</p> <p>Knowledge of Planning Practice Guidance</p> <p>Knowledge of the Police and Criminal Evidence Act and Code for Crown Prosecutions</p> <p>Knowledge of written representations and informal hearing appeal procedures</p>	
At Grade 8	<p>Good knowledge of Planning legislation and policy.</p> <p>Good knowledge of Planning Practice Guidance</p> <p>Good knowledge of the Police and Criminal Evidence Act and Code for Crown Prosecutions</p> <p>Knowledge of public inquiry procedures</p>	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
At Grade 6	<p>Experience of presenting</p> <p>Experience of working under pressure and meeting deadlines</p>	Some experience of having worked in a Local Authority Planning department

		Attendance at a public consultation/public forum
At Grade 7	<p>Experience of working under pressure and managing a caseload of planning work within timescales</p> <p>Experience of presenting at Planning Committee</p> <p>Experience of writing appeal statements</p> <p>Experience of negotiating improvements to design</p>	Participation in an appeal Hearing
At Grade 8	<p>Experiencing of using judgement and problem solving to process a wide range of planning casework within timescales</p> <p>Experience of presenting at Planning Committee</p> <p>Experience of taking part in appeal hearings</p> <p>Experience in negotiating planning obligations (infrastructure and affordable housing) associated with planning applications</p>	<p>Participation in a public inquiry</p> <p>Given evidence in court</p>
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
	Full driving licence and ability to undertake site visits	
<b>Completed by:</b>	Marcia Head	<b>Date:22.11.2023</b>

## APPENDIX 1

### General Information on the role of career grade planner - Tasks

	Grade 6 planner - undergrad degree but not necessarily in Planning and with limited (if any) experience	Grade 7 planner with masters in Planning (or other relevant subject) and some experience	Grade 8 Planner (masters, with two years experience, working towards chartership of RTPI)
<b>DM&amp;Enf, SDL</b>	<ul style="list-style-type: none"> <li>• Validation</li> <li>• Site visits</li> <li>• Caseload of simple householder planning applications, assessment against policy and making recommendation</li> <li>• Caseload of certificate applications for proposed house extensions</li> <li>• Planning advice relating to house extensions</li> <li>• Caseload of simple enforcement cases i.e. unauthorized extensions, fences, (investigation and making recommendation in accordance with planning policies)</li> <li>• Writing appeal statements</li> <li>• Non material amendments</li> </ul>	<ul style="list-style-type: none"> <li>• As per 6 plus:</li> <li>• Caseload of more varied and slightly more complex planning applications, for example single dwelling houses, changes of use (small-scale “minor” apps)</li> <li>• Discharge of conditions applications</li> <li>• Applications for Certificates of existing use</li> <li>• Advert applications.</li> <li>• Planning advice for more varied and slightly more complex applications</li> <li>• Presenting to planning committee as required</li> <li>• Writing appeal statements and acting on behalf of Council in Hearings</li> </ul>	<ul style="list-style-type: none"> <li>• As per 7 plus:</li> <li>• Caseload of more complex planning applications (large-scale “minor” apps)</li> <li>• Providing planning advice on more complex cases</li> <li>• Caseload of more complex enforcement cases and preparing evidence in accordance with PACE and attending court as witness on behalf of Council</li> <li>• More complex appeals and acting on behalf of Council in appeal Hearings and public inquiries</li> <li>• Prior approvals applications</li> <li>• Providing support to senior officers on complex applications</li> </ul>



	<ul style="list-style-type: none"> <li>• Discharge of conditions applications Site audits (e.g. landscape reviews etc)</li> <li>• Maintaining databases and web sites</li> <li>• Providing support to senior officers on complex applications</li> <li>• Provide support at public events (forums etc) and attend meetings with stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Slightly more complex enforcement cases and drafting enforcement notices</li> <li>• Providing support to senior officers on complex applications</li> <li>• Provide support at public events (forums etc) and attend meetings with stakeholders</li> </ul>	
<b>Policy</b>	<ul style="list-style-type: none"> <li>• Undertaking researching</li> <li>• Monitoring</li> <li>• Data analysis</li> <li>• Providing policy advice on less complex development proposals.</li> <li>• Preparing policy recommendations on less complex policy areas.</li> <li>• Supporting more senior colleagues on more complex planning policy areas.</li> <li>• Attending public events (all)</li> </ul>	<p>As Grade 6 with below variation:</p> <ul style="list-style-type: none"> <li>• Designing research</li> <li>• Leading on written and less complex hearing appeal processes, including acting as the council's witness.</li> <li>• Supporting senior colleagues on more complex appeal process.</li> <li>• Supporting senior colleagues when engaging with Members and statutory consultees.</li> <li>• Supporting senior colleagues when engaging with Parish Councils and community</li> </ul>	<p>As Grade 7 with below variations:</p> <ul style="list-style-type: none"> <li>• Leading research</li> <li>• Providing policy advice on more complex development proposals.</li> <li>• Leading on preparing policy recommendations to senior colleagues and presenting to Members on more complex policy areas</li> <li>• Leading on hearing appeal processes, including acting as the council's witness.</li> </ul>

		<p>groups prepping Neighbourhood Development Plans.</p>	<ul style="list-style-type: none"> <li>• Leading on less complex public inquiries, including acting as the council's witness</li> <li>• Witness at examination in public for less complex policy areas</li> <li>• Understanding of the commissioning process, including writing specifications and undertaking procurement activity</li> <li>• Acting as the council's lead officer providing advice to communities producing neighbourhood development plans, including taking the plan through the statutory examination and adoption process</li> <li>• Applying specialist knowledge to support and where appropriate lead projects and contributing to the development of corporate policy, strategy and plans including responding to legislative and guidance changes</li> <li>• Acting as project manager</li> </ul>
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## Main Accountabilities

	Grade 6	Grade 7	Grade 8
<p><u>Customer Focused approach</u> Walking in our customers' shoes and being treated as we would like to be treated</p>	<ul style="list-style-type: none"> <li>• Providing guidance and advice to agents/applicants and neighbours               <ul style="list-style-type: none"> <li>- what is required to make the application valid</li> <li>- what changes are needed to make the application acceptable</li> <li>- how the decision was arrived at</li> <li>- liaising with members and parishes where appropriate</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Negotiating amendments to planning applications and writing reports in plain english</li> <li>• Negotiating on breaches of planning control in line with the Local Planning Enforcement Plan to secure either the submission of a retrospective application or writing "not expedient reports"</li> </ul>	<ul style="list-style-type: none"> <li>• Delivering a customer responsive, high quality planning and enforcement service</li> <li>• Assessing applications to reach a recommendation in line with planning policies.</li> <li>• Assessing breaches of planning control and reaching recommendations in accordance with policy</li> </ul>
<p><u>Delivering service outcomes</u> Proactively manage a caseload of planning work, ensuring high quality planning decisions delivering high quality, sustainable development which accords with national and local planning policies and in accordance with procedure and timescales. Using specialist technical expertise, negotiation and judgement to bring about improvements to schemes to achieve Wokingham's strategic priorities and ensure the best outcome for the Borough. Through balancing conflicting priorities</p>	<ul style="list-style-type: none"> <li>• Working with customer services and specialists to manage customer issues effectively, providing excellent customer care to deliver improved outcomes</li> <li>• Meeting planning application deadlines</li> <li>• Meeting Planning Inspectorate deadlines</li> <li>Investigating and responding to issues in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>• Processing applications as quickly as possible and within Government targets and making high quality decisions in line with planning policies</li> <li>• Assessing and improving design of new development (particularly householder development) to protect the Borough's high quality environment</li> <li>• Conserving the Borough's heritage assets by scrutinising applications within Conservation Areas and consulting with the Council's heritage officer on Listed Building applications</li> </ul>	<ul style="list-style-type: none"> <li>• Making high quality decisions which stand up to challenge at planning appeals</li> <li>• Delivering the right homes in the right places including the provision of affordable housing</li> <li>• Balancing the need for development against the climate emergency agenda</li> <li>• Protecting the Borough's high-quality environment by investigating unauthorized development</li> <li>• Conserving the Borough's heritage assets</li> </ul>

ensure the protection of the environment, conservation of heritage assets, protection of residents' quality of life whilst achieving the zero-carbon agenda and delivering housing, infrastructure and affordable housing			<ul style="list-style-type: none"> <li>•Determining applications within Government timeframes</li> </ul>
Accuracy	<ul style="list-style-type: none"> <li>•Collecting £1.7million in planning application fee income - Calculating the correct planning application fee and CIL liability accurately</li> <li>•Identifying the constraints to undertake consultation with internal and external stakeholders</li> <li>•Ensuring publicity and notification is carried out in accordance with the Planning Regulations</li> <li>•Review to ensure high quality development is secured on site in accordance with permissions</li> </ul>	<ul style="list-style-type: none"> <li>•Checking applications as soon as they are received to ensure correct consultation and notification has been carried out</li> <li>•Ensuring the correct policies are taken into account for both applications and enforcement cases</li> <li>•Ensuring all relevant material planning considerations are referred to and taken into account in reports</li> </ul>	<ul style="list-style-type: none"> <li>•Checking applications as soon as they are received to ensure correct consultation and notification has been carried out</li> <li>•Ensuring the correct policies are taken into account for both applications and enforcement cases</li> <li>•Ensuring all relevant material planning considerations are referred to and taken into account in reports</li> </ul>
Keeping up to date with changes in Planning legislation	<ul style="list-style-type: none"> <li>•Have a working knowledge of planning legislation, policy and guidance</li> <li>•Keeping up to date with changes to planning legislation, policy and guidance</li> </ul>	<ul style="list-style-type: none"> <li>•Have a working knowledge of planning legislation, policy and guidance</li> </ul> <p>Keeping up to date with changes to planning legislation – especially the introduction of new application types and emerging WBC planning</p>	<ul style="list-style-type: none"> <li>• Extensive knowledge of planning legislation, policy and guidance</li> <li>• Keeping up to date with changes</li> </ul>

		policies – and including the levelling up bill and national planning policy framework	<ul style="list-style-type: none"> <li>Interpreting and applying changes to legislation, policy and guidance</li> </ul>
Updating documents for continuous improvement	<ul style="list-style-type: none"> <li>Updating scripts, manuals, websites and procedures to deliver best practice and for continuous improvement</li> <li>Provide briefings in writing</li> </ul>	<ul style="list-style-type: none"> <li>Updating scripts, manuals, and procedures to deliver best practice and for continuous improvement</li> <li>Suggesting improvements to customer care</li> <li>Provide briefings in writing and in person</li> </ul>	<ul style="list-style-type: none"> <li>Updating scripts, manuals, and procedures to deliver best practice and for continuous improvement</li> <li>Suggesting improvements to customer care</li> <li>Provide briefings in writing and in person</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>Using knowledge to solve problems for example through negotiation on planning applications and to resolve enforcement cases</li> </ul>	<ul style="list-style-type: none"> <li>Using knowledge and experience to solve problems for example through negotiation and to resolve enforcement cases</li> </ul>	<ul style="list-style-type: none"> <li>Using knowledge and experience to solve complex problems</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>Fulfilling health and safety responsibilities to ensure health, safety and well being of self and colleagues</li> </ul>	<ul style="list-style-type: none"> <li>Fulfilling health and safety responsibilities to ensure health, safety and well being of self and colleagues</li> </ul>	<ul style="list-style-type: none"> <li>Fulfilling health and safety responsibilities to ensure health, safety and well being of self and colleagues</li> </ul>