

<b>JOB TITLE:</b>	Planning Officer
<b>DIRECTORATE:</b>	Place – Planning
<b>POST NUMBER:</b>	415
<b>GRADE:</b>	Scale 4
<b>ACCOUNTABLE TO:</b>	Principal Planning Officer – Team Leader or Planning Delivery and Implementation Manager
<b>LOCATION:</b>	City Council offices at Colebrook Street or other offices of the City Council as required
<b>QUALIFICATIONS:</b>	Degree. If this is not in Town and country Planning or a closely related subject, applicants will be expected to work towards a formal planning qualification, recognised by the Royal Town Planning Institute
<b>POST OBJECTIVE</b>	To work in the development management team, processing planning applications and planning appeals and being involved in all aspects of development management work at a professional level

**SPECIFIC TASKS:**

- 1 Site visits and site appraisals
- 2 Research, analysis, report writing
- 3 Dealing with enquiries(by telephone, in writing and in person)
- 4 Attending pre-application meetings and carrying out negotiations with applicants
- 5 Appraising planning applications and making recommendations
- 6 Preparing appeal statements and attending hearings
- 7 The post holder will be prepared to carry out other duties as required from time to time by the team manager including work processes and improvements
- 8 The department has a strong commitment to training and will seek to provide a variety of work opportunities
- 9 Training will be given in all relevant aspects of planning work within the department

**Health and Safety**

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

## Equality

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer, the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

## Safeguarding

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed.....

Date.....



**Winchester**  
City Council

## PERSON SPECIFICATION

**JOB TITLE**

PLANNING OFFICER

**POST NO:** TBC

**DIRECTORATE:**

PLACE – PLANNING

**DATE:**

December 2023

Requirements		Weighting	Assessment Method
Skills	Communication <i>Oral</i> – good confident face to face communication skills with colleagues, members, applicants/agents and the general public	3	I
	<i>Written</i> – excellent written skills clear and concise English	3	A, T
	Ability to interpret plans	3	A, I
	Appreciation of the built environment	3	A, I
	Ability to interpret/apply planning legislation and policy	3	I, T
	Key board skills	3	A,I
	Use of computer systems		

		2	A,I
Experience	Worked in Development Management	3	A
	Worked in Planning	2	A
	Assessed and analysed development proposals on site	2	A
	Experience of negotiations	2	A
	Experience of presentations	2	T
Personal Qualities	Organised, methodical, can work to deadlines	2	A, I
	Good interpersonal skills	2	A, I
	Accurate with attention to detail	2	I
	Confident	2	I
	Works with minimal supervision after training	2	I
	Helpful, positive and flexible in approach to work	2	I
	Team player gets on well with colleagues	2	I
	Assertive and credible	2	I
Specific Job Requirements	Driving licence	3	A
Qualifications	Degree in Town Planning	3	A
	Degree giving entry to postgraduate study in Town Planning	2	A

<i>Weighting</i> 3 – Essential for the successful performance of the job, 2 – Desirable but can be achieved through on the job training or experience, 1 – Useful but not essential for successful performance of the job					
<i>Assessment</i> <i>Application Form</i> <i>A</i> <i>Interview</i> <i>I</i> <i>Tests</i> <i>T</i> <i>References</i> <i>R</i> <i>Presentation</i> <i>P</i> <i>Evidence of Qualifications</i> <i>Q</i>					