

## Job Description – Senior / Principal Planning Officer – Career Graded

Post Title	Senior Planner	Principal Planner
Grade	Grade 10	Grade 12
Job Evaluation	A370	A2103
Post No.	HH1539	HH1539
Responsible To	Planning Team Manager	Planning Team Manager
Responsible For	None	None
Status	Staff	Staff
Location	Town Hall	Town Hall
MAIN DUTIES AND RESPONSIBILITIES:		
Grade 10		Grade 12
<p>1. The evaluation of all types of planning applications including some major and complex applications.</p> <p>2. To advise and negotiate with applicants, securing improvements where necessary and including negotiation with developers on s106 agreements where required.</p> <p>3. The preparation of reports on enforcement cases and planning and other applications with some complex and major development proposals.</p> <p>4. To prepare evidence and to represent the Council at planning or enforcement appeals, whether dealt with by written representations, hearings or public inquiries.</p> <p>5. To answer general planning enquires by telephone, by letter and in person. Providing planning advice to developers, agents and other</p>		<p>1. The evaluation of all types of planning applications, but in particular, major and complex applications.</p> <p>2. To manage challenging and conflicting demands whilst meeting tight deadlines.</p> <p>3. To advise and negotiate with applicants, securing improvements where necessary and negotiation with developers to secure planning contributions through s106 agreements, as well as monitoring these agreements.</p> <p>4. The preparation of detailed reports on complex and major development proposals, enforcement cases and planning and other applications.</p>

<p>customers by telephone, in writing and in person, including providing advice as part of the Council's pre-application service.</p> <p>6. To occasionally attend Development Control Committee to present planning applications and provide advice to members.</p> <p>7. To mentor more junior members of staff.</p> <p>8. To keep up to date with legislation, Government guidance and best practice in all areas of Planning, but particularly Development Management.</p> <p>9. To work actively to promote good customer relations with all section of the community.</p> <p>10. To attend training identified as necessary to undertake current and future job requirements.</p> <p>11. To undertake such other duties and responsibilities as are commensurate with the salary grading of the post.</p>	<p>5. To prepare evidence and to represent the Council at planning or enforcement appeals, whether dealt with by written representations, hearings or public inquiries.</p> <p>6. Providing planning advice to developers, agents and other customers by telephone, in writing and in person, including providing advice as part of the Council's pre-application service.</p> <p>7. To attend Development Control Committee to present planning applications and provide advice to members.</p> <p>8. To assist the Planning Team Manager in managing the team's workload and to deputise when required. To mentor more junior members of staff.</p> <p>9. To keep up to date with legislation, Government guidance and best practice in all areas of Planning, but particularly Development Management.</p> <p>10. To work actively to promote good customer relations with all sections of the community.</p> <p>11. To attend training identified as necessary to undertake current and future job requirements.</p> <p>12. To undertake such other duties and responsibilities as are commensurate with the salary grading of the post.</p>
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**Nature of Contacts and Relationships** - Involves contact with wide variety of organisations, including statutory consultees, Council members and officers, developers, architects, consultants and members of the public.

<p><b>Responsibilities for Supervision</b> - No direct reports at Senior Planner but Principal Planner to assist Planning Team Manager and deputise when required.</p>
<p><b>Working Environment</b> –Office based in Burnley Town Hall with option to work part of the week from home with the managers agreement. Occasional work outdoors, e.g. visiting development sites. Occasionally dealing with challenging customers.</p>
<p><b>Planning, Discretion and Impact</b></p> <p>Requires analysis and interpretation of often complex information to include in committee reports or appeal statements. Also requires some creative skills to assess and enhance design solutions.</p> <p>Involves independently assessing development proposals and making recommendations based on local plan policies.</p>
<p><b>Resource Management</b></p> <p>Involves negotiating, collecting and monitoring spending of s106 payments.</p>
<p><b>Responsibility for council equipment</b> – eg laptop.</p>
<p><b>Types of Demands</b></p> <p><b>Mental</b> – long periods of concentration required to prepare committee reports and appeal statements. High levels of pressure from deadlines and interruptions. Ability to work flexibly and occasionally outside office hours.</p> <p><b>Physical</b> – carrying out site visits</p>

## Health and Safety

Employees are required to work with their employer to ensure a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

## FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

This is a “Politically Restricted” post under the provisions of Section 3 of the Local Government and Housing Act 1989.

**Equality Act 2010**

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

**Prepared by: Laura Golledge**

**Date: 7.6.23**

**Postholder: N/A**

**Date of issue:**

## Person Specification

<b>POST :</b> Senior / Principal Planner Career Graded	<b>GRADE:</b> 10 / 12	<b>KEY</b>
<b>DIRECTORATE :</b> Housing and Development Control	<b>POST NO:</b> HH1539	<b>E – Essential Criteria D- Desirable Criteria</b> <b>A-Application C-Certificate I-Interview</b>

Grade 10 Senior Planner		Grade 12 Principal Planner		
QUALIFICATIONS				
1. Degree in Town Planning or equivalent with relevant planning content	D	1. Degree in Town Planning or equivalent with relevant planning content	E	A/C
2. Membership, or eligibility for membership, of the Royal Town Planning Institute	D	2. Membership, or eligibility for membership, of the Royal Town Planning Institute	E	A/C
EXPERIENCE				
3. Substantial experience of managing a planning application caseload of a wide range of planning applications.	E	3. Experience of working at a senior level evaluating a wide range of planning applications, particularly major and complex cases.	E	A/I
4. Experience of negotiating with developers on development proposals	E	4. Experience of negotiating with developers on development proposals, including negotiating s106 agreements.	E	A/I
5. Experience of preparing reports for committee and for planning appeals.	E	5. Experience of preparing reports for committee and for planning appeals.	E	A/I

6. Experience of dealing with major and complex planning applications.	<b>D</b>	6. Experience of giving evidence at planning appeal hearings/inquiries and presenting at planning committee.	<b>E</b>	<b>A/I</b>
7. Experience in mentoring staff	<b>D</b>	7. Experience in managing staff.	<b>D</b>	<b>A/I</b>
<b>SKILLS</b>				
8. The ability to communicate well, both verbally and in writing, to explain complex plans and proposals to a wide range of customers.	<b>E</b>	8. The ability to communicate well, both verbally and in writing, to explain complex plans and proposals to a wide range of customers.	<b>E</b>	<b>A/I</b>
9. A good understanding of current planning law and practice.	<b>E</b>	9. The ability to analyse and interpret complex information for inclusion in committee reports or appeal statements.	<b>E</b>	<b>I</b>
10. Excellent negotiation skills including the ability to resolve conflict.	<b>E</b>	10. The ability to assess and enhance design solutions	<b>E</b>	<b>I</b>
11. Ability to work with minimum supervision to meet performance targets.	<b>E</b>	11. The ability to prepare committee reports and appeal statements.	<b>E</b>	<b>I</b>
	<b>E</b>	12. The ability to assess and develop proposals and make recommendations based on local plan policies.	<b>E</b>	<b>I</b>

12. IT skills, including the use of Word and planning software packages.  13. The ability to work flexibly and occasionally outside normal office hours and carry out site visits.		13. A good understanding of current planning law and practice.	E	I
		14. Excellent negotiation skills including the ability to resolve conflict.	E	I
		15. IT skills, including the use of Word and planning software packages.	E	A
		16. Ability to work with minimum supervision to meet performance targets.	E	I
		17. The ability to work flexibly and occasionally outside normal office hours and carry out site visits.	E	A
KNOWLEDGE				
The Burnley Way				
Burnley employees are expected to be role models the organisation’s TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council’s vision and objectives. Further details are contained in the Behaviour Framework				