



## Job Description

<b>Post Title:</b>	<b>Planning Officer</b>
<b>Service:</b>	<b>Planning</b>
<b>Grade:</b>	<b>4 – 5</b>
<b>Responsible To:</b>	<b>Development Management Team Leader and Development Manager</b>

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**Job Summary: All Grades:** To assist in the assessment and determination of planning and related applications and appeals; undertaking pre-application discussions and dealing with enforcement issues. Operationally required, to assist in the preparation of reports and presentations to Planning Committee.

### **Main Activities:**

1. To assess (including undertaking site visits) and to prepare reports and recommendations on planning proposals of relevant types of development for consideration by Planning Committee or to be determined under delegated powers, ensuring work is accurate and completed in accordance with set deadlines.
2. To undertake pre-application discussions, ensuring work and responses are accurate and completed in accordance with set deadlines.
3. To attend and present reports to Members' Working Parties, Committees, Members' site inspections/site meetings and to other organisations.
4. To liaise with Borough Council Services in relation to planning proposals; to achieve multi-disciplinary action.
5. To liaise, negotiate and correspond, as appropriate, with Members, applicants, members of outside firms and organisations (including other Authorities and Statutory Undertakers), including Government departments and the general public, on planning issues, in order to ensure compliance with objectives and policy.
6. To contribute to the enforcement of planning controls including assisting with investigations, particularly monitoring of planning conditions and breaches of approved plans.
7. To write statements for submission to the Planning Inspectorate in connection with planning appeals and undertake appeal site visits. **For those posts at Grade G:** to represent the Council as professional witness at appeal Hearings.
8. Operationally required, to assist (including administrative and technical work) with the preparation of reports and presentations to Planning Committee.
9. To assist the Head of Planning Services in maintaining good internal and external relations and ensuring that the Planning Service demonstrates care and respect for its customers and a responsiveness to their needs.
10. To respond to requests made under the Freedom of Information, Environmental Information Regulations legislation and draft formal complaint responses.

11. To undertake such other duties as may reasonably be required by the Head Planning Services and the Director of Planning and Development.
12. To be aware of and exercise personal and corporate responsibilities under the Health and Safety at Work Act and other related matters.

**NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with Service needs, some tasks may need to change and any changes will be made in consultation with the postholder.**