

**Progression Criteria for
Planning Officer, Senior Planning Officer and Principal
Planning Officer posts**

(Grades 4 to 8)



Below sets out the progression criteria for the career graded Planning Officer, Senior Planning Officer and Principal Planning Officer posts in Planning Services at Tunbridge Wells Borough Council.

Planning Officer, Senior Planning Officer and Principal Planning Officers are career graded posts where progression is dependent on the following criteria:

- The attainment of relevant qualifications
- Achievement of the required experience
- Achievement of the required competencies
- There is an organisational requirement/need at the next highest level
- There is budgetary provision available

Detailed criteria for individual posts will be set out in the relevant post person specification.

Progression is not solely dependent on the attainment of the qualifications and experience/competencies that are set out below. The organisational requirement and budgetary provision available applies equally.

Please refer to the chart on the following page. This chart reflects the fact that these posts involve (as operationally required) work across both Development Management and Planning Policy including associated appeal/examination and committee/working group work.

The relevant departments and teams will be organised to maximise the skill sets of the successful candidates and existing staff, and to meet the operational requirements of the service.

Grade	Title	Qualifications and membership of the Royal Town Planning Institute [MRTPI]	Experience	Types of applications/ pre-application requests/ enforcement matters	Type of policy work	Appeals/ planning policy Examinations	Planning Committee/ Members' Working Groups
Grade 4	Planning Officer	<p>Candidates who have achieved a suitable academic qualification or have suitable relevant experience and are willing to train to become fully competent planners whilst undertaking relevant duties and work activity.</p> <p>OR</p> <p>In exceptional circumstances, appropriate for staff who display competencies which are suitable for dealing with high volume of smaller and less complicated applications/matters.</p>		“Householder” development, Lawful Development Certificates [LDCs] (proposed), larger extension “Prior Approval” notifications	<p>Analysing information and data and presenting results in written reports and briefing notes</p> <p>Drafting planning policies and giving planning policy advice to other teams and departments</p> <p>Assisting Senior and Principal Planning Officers with preparation of reports, studies and statements</p>	<p>Written Representation [WR] appeals and assist Senior and Principal Planning Officers at Examination</p>	Attend to observe and to present if comfortable to do so
Grade 5	Planning Officer	Candidates who are appropriately qualified and experienced and who can demonstrate they are capable of performing at a high level, with a heavy work load in accordance with set deadlines with little supervision.	At least one years planning	Broad range of Householder development, “Prior Approval” change of use notifications, “Minor” development, LDCs (proposed and existing)	<p>Analysing information and data and presenting results in written reports and briefing notes. Presenting these to Members, other organisations and external bodies and to Committees.</p> <p>Drafting planning policies and giving planning policy advice to other teams and departments, including producing evidence to support planning appeals</p> <p>Assisting Senior and Principal Planning Officers with preparation of reports, studies and statements.</p>	<p>WRs and Hearings. Assist Senior and Principal Planning Officers at Examination</p>	Present to both. Attend Members Site Inspections

Grade	Title	Qualifications and membership of the Royal Town Planning Institute [MRTPI]	Experience	Types of applications/ pre-application requests/ enforcement matters	Type of policy work	Appeals/ planning policy Examinations	Planning Committee/ Members' Working Groups
Grade 6	Senior Planning Officer	Candidates who are eligible for or have Membership of the RTPI and demonstrate the ability and experience to deal with a heavy work load with minimal supervision, meeting deadlines and consistently delivering high quality work.	Considerable planning experience	Complex "Householder", "Minor" and other development, LDCs and Prior Approval notifications and less complex major applications	<p>Analysing information and data and presenting results in written reports and briefing notes. Presenting these to Members, other organisations and external bodies and to Committees.</p> <p>Drafting planning policies and giving planning policy advice to other teams and departments, including producing evidence to support planning appeals.</p> <p>Acting as lead officer for specific planning topics including supervising other staff or external consultants on small scale contracts</p> <p>Assisting Principal Planning Officers with preparation of reports, studies and statements.</p>	WRs, Hearings and Inquiries for less complex proposals. Appearance at Examination	Present to both. Attend Members Site Inspections
Grade 7	Senior Planning Officer	Candidates who are eligible for or have full membership of RTPI and demonstrate the ability and experience to deal with a heavy work load with minimal supervision, meeting deadlines and consistently delivering high quality work.	Substantial planning experience	Complex "Householder", "Minor" and other development, LDCs and Prior Approval notifications and major applications	<p>Analysing information and data and presenting results in written reports and briefing notes. Presenting these to Members, other organisations and external bodies and to Committees.</p> <p>Drafting planning policies and giving planning policy advice to other teams and departments, including producing evidence to support planning appeals.</p> <p>Acting as lead officer for specific planning topics including supervising</p>	WRs, Hearings and Inquiries. Appearance at Examination	Present to both. Attend Members Site Inspections

					<p>other staff or external consultants on small scale contracts.</p> <p>Preparing proofs of evidence and statements for presentation at planning appeals (Inquiries and Hearings)</p> <p>Assisting Principal Planning Officers with preparation of reports, studies and statements.</p>		
Grade	Title	Qualifications and membership of the Royal Town Planning Institute [MRTPI]	Experience	Types of applications/ pre-application requests/ enforcement matters	Type of policy work	Appeals/ planning policy Examinations	Planning Committee/ Members' Working Groups
Grade 8	Principal Planning Officer	Candidates who are eligible for or have full membership of the RTPI, with expert knowledge of the planning system and legislation; and a demonstrable ability to commission and project manage planning policy projects and to deal with complex major proposals for development, to negotiate on major proposals to improve the quality of development and delivery of infrastructure.	Significant planning experience	Complex "Major" development, and all other proposals as operationally required. Mentoring less experienced staff as operationally required	<p>To be the lead professional on a number of land use topics and individual planning policy documents.</p> <p>To supervise the work of other staff involved in planning policy activities.</p>	WRs, Hearings and Inquiries. Appearance at Examination	Present to both. Attend Members Site Inspections