



Job Description

Post Title:	Senior Planning Officer
Service:	Planning
Grade:	6
Responsible To:	Development Management Team Leader or Development Manager

Job Summary:

For all Grades: To operate with a heavy workload and minimal supervision in Development Management. Expectations are to undertake the assessment and determination of planning and related applications and appeals along with pre-application discussions and enforcement issues.

Main Activities:

1. To assess (including site visits) and to prepare reports and recommendations on planning proposals of the 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, Cabinet, Members' site inspections/site meetings and to other organisations.
4. To liaise with Borough Council Services in relation to planning proposals and to develop planning policy and other cross-cutting strategies; 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 Council objectives and policy.
6. To contribute to the enforcement of planning controls including investigations, monitoring of planning conditions and breaches of approved plans and preparing and presenting reports on contraventions.
7. To write statements for submission to the Planning Inspectorate and to represent the Council as professional witness in connection with Hearing and Inquiry planning appeals and to undertake appeal site visits.
8. 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.

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9. To respond to requests made under the Freedom of Information and Environmental Information Regulations legislation.
10. To undertake such other duties as may reasonably be required by the Head of Planning Services and the Director of Finance, Policy and Development.
11. 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.