# JOB DESCRIPTION FORM

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| **JOB TITLE:** | Senior Planning Officer |
| **DATE COMPILED / AMENDED:** | September 2025 |
| **DEPARTMENT:** | Planning and Place |
| **COMPILED BY:** | MG |
| **Job No:** | SPO |

**JOB OUTLINE**

To contribute to the provision of an efficient, effective and customer-focused planning service and to manage a range of major and non-major planning applications.

**Duties**

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| 1. Manage planning and related applications in order to facilitate the delivery of high quality sustainable developments within the Borough; 2. Process a range of planning applications including major, complex and contentious applications in accordance with relevant legislation and national/local planning policies, as well as corporate objectives;      1. Undertake engagement with developers, land owners and the full range of stakeholders on planning applications; 2. Take account of all representations and consultation responses in the consideration of planning applications; 3. Draft comprehensive and robust reports assessing planning applications as appropriate for committees, delegated decisions and for other planning matters as directed by the Planning Manager (Development Management). Present items to the Council’s Planning and Regulatory Committee; 4. Represent the Council at planning appeals (written representations, informal hearings and public inquiries) including preparation of proofs of evidence, statements and attending Inquiries as the Council’s witness; 5. Liaise with other sections of the Planning and Place Service, particularly the Planning Enforcement Service, and other services within the Council to ensure delivery of the planning and corporate agendas of the Council; 6. Advise the public, applicants and other bodies on an informal basis both verbally and in writing on planning matters including participation in the Duty Planner service and attendance at, and presentation, to public meetings. Contribute toward the provision of effective and timely pre-application advice; 7. Carry out site visits in connection with planning applications; 8. Manage stakeholder and community participation on key planning applications making effective use of the Council’s online systems; 9. Meet all deadlines for the production of reports etc. agree with the Planning Manager (Development Management); 10. Such other duties as may, from time to time, be allocated appropriate to the grade and contributing to the purpose and objectives of the post; 11. Provide support, advice and mentorship for junior planning officers and technical officers; 12. Maintain an up to date knowledge of relevant legislation, policy and case law. |

**RESPONSIBILITY AND AUTHORITY**

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| **Staff:** | None |
| **Financial:** | Zero |
| **Professional:** | Delegated individual responsibility to ensure professional and competent processing and consideration of planning applications and related development management functions. |
| **Equipment:** | Normal office equipment |
| **Other:** | None |

**RELATIONSHIPS**

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| **Accountable to:** | Planning Manager (Development Management) |
| **Contacts with other people:** |  |
| **a) Own Department:** | Development Management colleagues, member of the Planning Enforcement Team and technical support staff |
| **b) Elsewhere within the Council:** | Chief Executive, Chairman and other elected members, Service Director, as well as other services within the Council.,. |
| **c) Outside the Council:** | External organisations and consultees such as the Environment Agency, Sport England; Hertfordshire County Council and other Hertfordshire Authorities**.** Members of the public and their representatives, applicants and agents. |

**PHYSICAL CONDITIONS**

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| **Location:** | Hybrid working based at: Bishops' College, Churchgate, Cheshunt, Herts EN8 9XQ |
| **Exertion:** | Normal physical activity for an office based post. |
| **Accident/Health Risks:** | No significant risks associated with the post provided duties are carried out with due care and attention and in accordance with normal rules and procedures. |

**ECONOMIC**

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| **Grade:** | Q37 |
| **Hours:** | 37 within a scheme of flexible working hours |
| **Overtime:** | No paid overtime. The post holder is required to attend the Planning and Regulatory Committee in accordance with the duties of the post and may from time to time be required to attend other out of hours meetings for which time off in lieu arrangements are in place |
| **Car allowance:** | Casual user at standard rate per mile |
| **Housing:** | In accordance with Council policy |
| **Relocation / Removal:** | In accordance with Council policy |

**Other**

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| **Is this an alcohol restricted post?** | No |

**EMPLOYMENT CHECKS REQUIRED FOR THIS POST**

The Council is required by the Home Office to carry out standard checks for all employment under the Asylum and Immigration Act 1996. These checks require you to provide proof of your right to work in the U.K. If you are invited to interview we would need to see your original passport or full birth certificate or an appropriate letter/document issued by the Home Office. We also require proof of your permanent National Insurance Number (a P45, P60, NINO card or a letter from a Government Agency). If you cannot produce any of these documents or are unsure whether the documents you have provide the necessary proof please contact the Personnel Office for advice prior to your interview.

**If you have any query relating to these required checks, as stated above, please do not hesitate to contact Personnel and Payroll.**

**EMPLOYMENT OF EX-OFFENDERS**

The Council’s policy on the employment of ex-offenders is as follows:-

Broxbourne Borough Council aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We therefore welcome applications from a diverse range of candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, people will not be asked to disclose convictions which are ‘spent’ under the Rehabilitation of Offenders Act 1974. Having an ‘unspent’ conviction will not necessarily bar any individual from employment. This will depend on the circumstances and background to the offence(s). The Council abides by the Code of Practice for Registered Persons and other recipients of Disclosure information, copies of, which are available on request.

**EQUAL OPPORTUNITIES**

All staff are reminded that they must comply with Council Policy on Equal Opportunities to ensure the fair and equal treatment of all Council staff and customers.

**SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

All employees are responsible for ensuring the safety and welfare of children and vulnerable adults in the course of their daily duties. All staff are required to understand and adhere to the Council’s Safeguarding policies and procedures as they apply to their own role, to make referrals concerning child or vulnerable adult welfare to the Designated Child Safeguarding Officer, and to co-operate with other agencies around child protection investigations.