Job Description

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| **Job Title** | Planning Validation Officer |
| **Grade** | Band F |
| **Reporting To** | Principal Planning & Enforcement Team Leader |
| **JD Ref** | REG0078G |

Purpose

Dealing with all minor matters in respect of planning applications and inquiries, particularly in connection with domestic developments and minor commercial developments.

Main Duties And Responsibilities

**Behavioural:**

* Validate the full range of applications for planning and related applications, in accordance with up-to-date legislation and guidance, approved service policy and in accordance with appropriate timescales.
* Calculation and collection of fees for applications and any other chargeable services.
* Implement the statutory Development Management functions in terms of assessing planning and other applications, preparing reports and recommendations.
* Liaise with colleagues and external agencies to ensure the timely completion and submission of planning and other relevant documentation.
* Maintenance of databases, providing information to our service and other services, involving inputting details, monitoring, generating documents and standard reports.
* To work effectively within and beyond the service demonstrating the highest standards of customer care.
* To attend meetings both internal and external, as required.
* Maintain an effective working knowledge on current interpretation and implementation of national, regional and local planning laws and regulations.
* To carry out other duties as may reasonably be required by the Head of Regeneration and Planning and/or the Development Management Manager
* Enjoy, achieve, create impact, and thrive in the role and organisation.
* Live our values in the role and organisation.

**Communication, Engagement and Training:**

* Assist in the processing of correspondence, reports and other documents where necessary

**Data Analysis and Decision-Making:**

* Provide data input and support in the development service to ensure statutory, and service targets are met.

**Performance Management:**

* Provide training and coaching support to other members of staff to ensure effective use of resources.

**Compliance:**

* Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

**Other:**

* Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

**Qualifications**

* A Level 4 qualification in Planning or relevant discipline.
* *Desirable - Degree in Town Planning or closely related discipline*

**Knowledge & Skills**

* I.T. literate, ability to use MS Office and ability to become competent at using other software applications relevant to the role.
* Knowledge of the relevant law, Government guidance, policies and practice relating to
* planning.
* Excellent communication skills, including the ability to articulate information; to present clear, accurate and concise reports to a wide range of audiences.
* Ability to work effectively with individuals, teams, customers, partners and staff, understanding the functions and needs of the service and the organisation.
* Focuses on customer satisfaction and deliver a quality service.
* Ability to cope with demanding workload and respond to tight deadlines with minimal supervision.
* Understands the functions and needs of the service and how it works to deliver the organisations objectives.
* Adapts and responds well to change.
* Open to new ideas and opportunities.
* Handles situations and problems, recognising controversial and sensitive issues.
* Maintains the highest standard of conduct at all times.
* *Desirable - Knowledge of democratic process and appreciation of the role of Elected Members.*
* *Ability to influence and negotiate at all levels within the organisation and with external agencies or bodies.*

**Experience**

* Experience of dealing effectively with customers
* *Desirable- experience of validating planning applications*
* *Experience of achieving resolution through negotiation and /or persuasion*
* *Evidence of continuous professional development related to one or more aspects of development management*
* *Experience of working in a Planning Department in an administrative/support role*

*Previous experience of an office environment*

Additional Information

Work hybrid, with a flexible working approach to accommodate service needs.

Health & Safety Considerations:

* Work with VDUs (Video Display Unit) (>5hrs per week)
* Exposure to persons with challenging or aggressive behaviour

Approved By: Steve Lacey

Date Of Approval: 11/10/2024