

Job Description



Service Area:	Place (Planning)
Job Title/Grade:	Senior Planner – Development Management Grade PO6 to PO9
Responsible to:	Director of Place Corporate Manager Team Leader
Our Culture & Values:	All job roles at Rochford District Council require the post-holder to be flexible and proactive in their approach. Being customer focused and willing to maximise your potential at work are expected. We all work together to achieve the very best for our residents which sometimes means getting involved in projects and trying new tasks outside of your day to day job role. We love our staff to suggest new ideas and to have enthusiasm to try out new experiences.

Main Responsibilities

- To be one of a team of professionals providing a full Development Management Service in a customer focused manner.
- The professional processing of planning applications, including assessing the implications of specific proposals, ensuring necessary consultations with other agencies and third parties are undertaken in accordance with the Authority's practice and statutory provisions, conducting site inspections including appropriate neighbours notifications, negotiating amendments as necessary and formulating a considered and robust recommendation in a written report for determination in accordance with the Council's Standing Orders.
- Preparing cases for Planning Appeals and giving evidence at Public Inquiries and Hearings where appropriate.
- To deputise for a team leader as required and to mentor and oversee, where necessary, the output of less experienced members of the team.
- Arrange meetings, presentations to Members, and providing pre-application advice on planning matters and handling general planning enquiries, including responding to Members' queries and comments.
- Assisting and liaising with Elected Members, the public and other interested groups and Parish Councils in the interpretation of planning applications.
- The preparation of Committee Reports and, when necessary, the presentation of these reports at Development Committee, as required by the Director Place.
- To provide Development Management advice to corporate initiatives being undertaken by the Council.
- Such other responsibilities, including attending Development Committee and other Committee attendance, presentation of written reports and out-of-hours meetings as may be required by the Director for Place.



Main Responsibilities

- To provide support to the Enforcement Team as required from time to time by the Assistant Director for Place and Environment.
- To take all available opportunity to continue your professional development by attending all courses, seminars, briefings, etc, in order to maintain a good working knowledge of all legislation and practices.
- Provide support to the wider Development Management Team, Planning Policy Team and Technical Officers as and when required by the Planning Manager and Director for Place.
- Such other responsibilities, compatible with the postholder's qualifications and experience as may be required by the Planning Manager and Director of Place.

Corporate Responsibilities

- To observe all of the requirements of Safeguarding and to report any potential Safeguarding concerns in accordance with the Council's Safeguarding Policy.
- To comply with all appropriate legislation and Council policies including the Officers Code of Conduct, Health and Safety at Work, etc. Act 1974 and the Council's Health and Safety Policy and procedures.
- To support the Council's Equalities & Diversity Policies.
- All staff may on occasions be required to support the Council to deal with emergency situations affecting the community we serve. In the event of such an emergency or, of a rehearsal for such an event, the Postholder may be required to attend at times and at locations outside of the norm for the post and to adopt the duties directed by the Officer in Charge for the duration of the emergency situation.
- To contribute to project work arising from the Business Plan and to undertake any other reasonable duties as may be required from time to time by the Line Manager/Leadership Team.

Review

The duties and responsibilities of this post may vary from time to time according to the changing requirements of the Council. The job description may be reviewed at the discretion of the relevant Assistant Director in the light of those changing requirements and in consultation with the postholder. In any event, the Head of Paid Service reserves the right to review and amend the job description.

Signed (Postholder):

Dated:



Personal Specification

Post	Senior Planning Officer
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Essential Requirements

Qualifications

- Educated to degree level or equivalent qualification.
- Full UK Driving Licence and access to a vehicle.

Knowledge and Skills

- Strong knowledge of current Planning issues, Government legislation and guidance, etc.
- Demonstrable experience of working on major development proposals and able to articulate the material considerations of delivering sustainable development.
- Good verbal communication skills both on the telephone and in person. Able to conduct meetings with developers, elected members and the public.
- Good working knowledge of Microsoft 'Office' software – Windows, Word, Excel and Outlook etc.
- Experience of writing reports and presenting complex information in clear and concise way that makes sense to a range of stakeholders. Experience of presenting proposals and taking questions at a Development Committee.

Ability

- Able to attend occasional evening committee meetings when required.
- Able to undertake visual appraisals of sites and identify potential for harm and benefit from development proposals.
- A flexible and creative problem-solving approach. Making rational, realistic and sound decisions. Shows evidence of clear analytical thinking. Gets to the heart of complex problems and issues. Applies own expertise effectively. Quickly learns new technology.
- Plans and works in a systematic and organised way. Follows directions and procedures. Focuses on customer satisfaction and delivers a quality service or product to the agreed standards. Able to work to deadlines, work under pressure and cope with setbacks.
- Flexible, pro-active and adaptable approach to work, colleagues and internal/ external customers. Communicates and networks effectively. Successfully persuades and influences others. Relates to others in a confident and professional manner. Able to deal with difficult situations.
- Focuses on results and achieving personal work objectives. Works best when work is related closely to results and the impact of personal efforts is obvious. Shows an understanding of business, commerce and finance. Seeks opportunities for self-development and career advancement.



Essential Requirements

- Supports others and shows respect and positive regard for them in social situations. Puts people first, working effectively with individuals and teams, clients and staff. Behaves consistently with clear personal values that complement those of the organisation. Demonstrates commitment to the principles and practice of equal opportunities in employment and service provisions.

Desirable Requirements

Qualifications

- Degree or equivalent in Town Planning or related subject.
- Eligible for full membership of the RTPI

Knowledge and Skills

- Understanding of the planning constraints attached to Green Belt.

Experience

- Development Management experience within a local planning authority.
- Planning Appeal work, in particular Hearings and Inquiries.
- Local Government processes and procedures.