
Recruitment information

Job description and person specification

Your title	Planning Officer
DBS check	None required
Post number	PES046
Your team	Development Management
You would be based	Civic Centre, Esher
Your line manager	Team Leader



Elmbridge
Borough Council

About the role

You will be training to become a fully qualified town planner. You will have the opportunity to study for an undergraduate/post graduate degree in Planning and Membership of the Royal Town Planning Institute.

The main purpose of the role:

To assess planning applications in accordance with the National Planning Policy Framework and the Council's adopted planning policies.

Specific duties and responsibilities

- To handle a caseload of applications.
- To draft recommendation reports to the planning managers and Planning Committees for determination.
- To offer advice to members of the public by telephone, email or in person through the pre-application enquiry system.
- To assist in dealing with members of the public, architects, developers and stakeholders on matters relating to Planning.
- To prepare and present the Council's case at appeal, particularly in relation to those dealt with by written representations and informal hearings.
- To assist senior officers on major development applications and projects.
- To pursue an acknowledged course of study leading to a recognised professional Planning qualification (where necessary).
- To pursue regular RTPI and other professional training as agreed in your personal development plan.
- To keep up to date with Planning Law, and all other associated legislation.
- To assist in maintaining the efficient running of the service.

Scale Point	Key Achievements
22	Commence RTPI accredited undergraduate/post graduate degree course
30	Successful completion of post graduate degree course
34	Elected as a full member of the RTPI
38	Responsible for a varied caseload of applications and competent at dealing with larger and more complex proposals (At this point a new contract will be issued setting out a two month notice period)

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom

Title: Planning Officer

Post No: PRN000419

Team: Development Management

Hours: 36 hours per week

Salary: £33,055 - £47,998 (Scale 22 – 38)

Car Allowance: C3 – Frequent Car User

Qualifications and Education

No.	Key requirements	Desirable/ essential	To be tested by: Application (A) Interview (I)
1	Relevant A Levels, degree or equivalent qualification that meet the entry requirements for an RTPI accredited undergraduate or postgraduate degree	Desirable	A, I

Experience

No.	Key requirements	Desirable/ essential	To be tested by: Application (A) Interview (I)
2	Experience of the development management process and related planning issues	Desirable	A, I
3	Previous use and experience of computerised systems	Essential	A, I

Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application (A) Interview (I)
4	Good communication skills	Essential	A, I
5	Ability to work under pressure and contribute to team effectiveness	Essential	A, I
6	Ability to prioritise and programme workload to meet deadlines	Essential	A, I
7	Ability to assess plans and drawings	Desirable	A, I
8	Knowledge of and ability to interpret and apply planning policy and legislation	Desirable	A, I

Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application (A) Interview (I)
9	Commitment to undertake study leading to full Membership of the Royal Town Planning Institute	Essential	A, I

10	A commitment to provide a high quality service to customers	Essential	A, I
11	A flexible and innovative approach to work	Essential	A, I
12	A full drivers license	Essential	A
13	Access to a vehicle for visits throughout the Borough	Desirable	A