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| SEVENOAKS DISTRICT COUNCIL**DEVELOPMENT MANAGEMENT**  |
|  | **JOB DESCRIPTION** |  |
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| **TITLE OF POST** | Planner (Career Grade)  |
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| **POST No.** |  |
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| **GRADE** | Band D1 (Career Grade) |
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| **RESPONSIBLE TO** | Development Team Manager & Principal Planners  |
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**Purpose of Post**

To ensure that applications for development, etc. within the area are processed within agreed performance targets

**Key Activities (Planning Officer)**

* To process and undertake professional / technical evaluations of planning applications, enforcement cases, community infrastructure levy cases and development proposals and to make recommendations thereon.
* To give advice to and undertake negotiations with applicants and others on development proposals, enforcement cases, planning applications and pre-application enquiries.
* The preparation of reports on development proposals, enforcement cases and planning applications and to present these cases to the Development Control Committee and / or at an Appeal Hearing.
* To provide colleagues with help as may be required to assist in the processing of planning applications and appeals.
* To respond to enquires regarding the need for planning permission and provide excellent service to all customers. To work together as a team.

◼ To prepare appeal statements for written representations and informal hearings.

* To comply with the Council’s Health and Safety and Equal Opportunities Policies.
* To comply with the Council’s Safeguarding policy.
* To embrace the values and behaviours of the Council.
* To participate in any relevant training for the duties of this post and to achieve the key objectives of the Council
* To participate fully in the Council’s staff appraisal scheme.

◼ To carry out such other duties as may be reasonably required by a Development Team Manager.

OTHER CONDITIONS: Essential car user as appropriate.

LOCATION: Council Offices, Argyle Road, Sevenoaks

### SEVENOAKS DISTRICT COUNCIL

### DEVELOPMENT MANAGEMENT

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|  | **PERSON SPECIFICATION** |  |
|  |  |  |
| **TITLE OF POST** | Planner (Career Grade)  |  |
|  |  |  |
| **POST NO.** |  |  |

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|  | **Essential** | **Desirable** |
| 1. **Approach**
 | * Recognises the importance and value of development management and policy planning in an area of pressure and constraint
* An understanding of the effects that planning has on people and communities
* Ability and desire to provide effective and efficient service to all customers
* Team player
* Ability to devise and manage own work programme and manage multiple deadlines.
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| 1. **Skills / Experience & Qualifications**
 | * Relevant First degree
* Seeking to study or studying for an RTPI recognised Masters or post graduate Diploma equivalent
* Knowledge of planning policy and the planning applications process and at least 12 months experience of working in a planning office or private practice.
* Good report writing
* Good communication and negotiation skills
* Awareness of public expectations of the planning process
* Ability to use IT packages including Microsoft Word, Outlook
 | * Experience of dealing with planning applications in either Local Government or a Private Practice setting
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| 1. **Other**
 | * Commitment to undertake any relevant training
* Flexibility in attitude to work i.e. willingness to take on additional tasks
* Full Driving Licence and use of vehicle for work purposes
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