



JOB PROFILE

Directorate:	Customer Experience
Service Area:	Development Management
Job Title:	Planning/Senior Planning Officer (Career Grade)
Grade:	Grade E – PO1 (Bar at top of Grade E and SO2– progression to SO1 subject to attainment of full corporate membership of RTPI. Progression to PO1 subject to supervision of junior staff and increased responsibilities defined in Scheme of Delegation.)
Post Number:	P112
Base/Location:	Charnwood Borough Council Offices
Responsible To:	Team Leader Development Management
Responsible For:	None at Grade E - SO2 Planning Assistants at PO1
Key Relationships/ Liaison with:	Working Relationships. Officers at all levels of the organisation and elected members. Clients, architects, surveyors, designers, the public, government agencies/statutory undertakers and other local authorities and consultees.

Job Purpose

To deal with a range of planning applications and their validation to assist in the provision of a full development management service to the community.

To provide support to the Team Leader and Principal Planning Officers in the supervision and mentoring of staff and their learning and development.

To deliver an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities

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| 1. | Deal with planning and other applications of some significance and complexity, including the negotiation of Section 106 Agreements and: <ol style="list-style-type: none"> a. Provide pre-application advice. b. Check, validate and register planning and other applications as required. c. Ensure site notices and press notices are made. d. Undertake site inspections and surveys. e. Undertake research. |
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	<p>f. Consult with stakeholders; including the public, statutory consultees and amenity and community organisations in accordance with legislative requirements.</p> <p>g. Negotiate with applicants and professional agents.</p> <p>h. Assist Councillors, Town and Parish Councils and others to understand proposals.</p> <p>i. Prepare reports on applications, including for committee, with recommendations based on national and local planning policies and guidance and professional judgement.</p> <p>j. Discharge planning conditions relating to your files and make other decisions as specified in the Scheme of Delegation; and</p> <p>k. Ensure the back-office system and document management systems are kept up to date in respect of the case files being managed.</p>
2.	Prepare evidence and witness statements and appear as an expert witness for the Council at all types of planning appeals, Examinations in Public, Public Inquiries and court hearings as required.
3.	Present applications and related items at Plans Committee meetings, as may be required.
4.	Deal with correspondence, pre-application advice on more significant proposals and general enquiries from all stakeholders of the service including providing duty officer support to the front-line Customer Service Centre on a rota basis.
5.	Liaise with the Planning Enforcement Team in the conduct of related investigations and preparation of cases for enforcement action and provide appropriate advice as required.
6.	Contribute to the continuous improvement in the delivery of customer satisfaction ensuring all work is carried out to meet agreed expectations for customer service and defined performance indicators.
7.	The postholder will be required to undertake such other duties commensurate with the grade, and / or hours of work, as may be reasonably be required.
8.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

Special Factors – Career Grade

The post holder will be limited to Grade E until they attain membership of the RTPI at which point they move to SO1 and may progress up to SO2 without any restriction. Progression beyond SO2 to PO1 is subject to the following criteria being met and evidenced:

- 1) Evidence of knowledge and an ability to make sound judgements and recommendations/decisions on all planning applications and other applications with limited guidance and supervision.
- 2) Evidence that the post holder has sufficient development management experience and knowledge to be able to provide productive, accurate and consistent advice to other team members.
- 3) Proven track record of processing and making recommendations on large scale major development proposals (commercial development over 2,500 square metres and/or residential developments over 100 dwellings), including being able to take initiative and use their own judgement to make balanced and clear recommendations based on local and national planning policy and any other material planning considerations.
- 4) Evidence of an ability to take proactive and positive lead and provide support to other team members in ensuring that all aspects of the Development management function are constantly kept under review and improved and that the section is able to respond to events and workloads as appropriate utilising a customer focused approach.
- 5) Evidence of an understanding of the way that planning relates to the wider objectives of service delivery and achieving the delivery of the Council's vision and objectives.

6) Good overall performance as evidenced through formal performance review processes.

In order to progress beyond the top of SO2 to PO1 the post holder must also achieve compliance with the following criteria and that contained in the Person Specification. This will need to be met and evidenced:

- 1) Under the guidance of the Principal Planning Officer, supervise the day to day work of Planning Assistants and promote their personal development by providing guidance and assistance as necessary and identify their training and development needs to ensure they have the skills needed to achieve agreed service related and corporate objectives.
 - 2) Motivating other employees through positive and proactive leadership.
 - 3) Reviewing recommendations made on delegated planning and other applications by planning assistants.
 - 4) Involvement in organising and providing training for the Plans committee as part of a programme of development and training for district and parish councillors as required.
- The nature of the work may involve the jobholder carrying out work outside of normal working hours.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

In particular, it should be noted that the job is designed primarily to determine planning applications within the Development Management Service. However, the Service is committed to the development of a flexible staff structure equipped with the broad range of skills and abilities required to ensure the attainment and maintenance of high standards of service delivery in all aspects of the Planning and Regeneration Service. Accordingly, the post may be seconded to assist other functions within the Service subject to overall demands placed upon it.

Management have the right to vary the duties after consultation with you.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Prepared by: Group Leader Development Management

Date: October 2025



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Post Number:	P112

	Essential	Desirable
<u>Qualifications</u>		
Degree in Planning or related land use based discipline.	✓	
Masters or Diploma in Town Planning or related subject giving eligibility for membership of the RTPI.	✓	
Membership of RTPI (necessary for progression beyond Grade E).		✓
<u>Experience</u>		
Working in a town planning office dealing with planning applications.	✓	
Experience of writing letters and reports.	✓	
Experience of working in a local authority development management setting.		✓
Experience of processing and making recommendations on major planning applications (commercial development over 2,500m ² and/or residential developments of over 100 dwellings) including evidence of using own initiative and making clear and balanced judgements based on local and national policy and other material planning considerations (necessary for progression beyond SO2).		✓
<u>Skills / Knowledge</u>		
The ability to converse at ease with customers and provide advice in understandable spoken English is a requirement of the post.	✓	

	Essential	Desirable
Working knowledge of planning legislation, current planning issues and development control procedure and practice.	✓	
Good understanding of current law and guidance relating to planning.	✓	
Understanding the contribution development proposals make in creating sustainable communities and places.	✓	
Ability to interpret plans.	✓	
Able to analyse planning issues and to write letters, reports and evidence statements.	✓	
Problem solving skills.	✓	
Use of computerised planning systems.		✓
Familiarity with GIS.		✓
<u>Interpersonal Skills</u>		
Good oral and written communication skills.	✓	
Negotiation and influencing.		✓
Staff supervision and guidance (necessary for progression beyond SO2).	✓	
<u>Other requirements</u>		
An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓	
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓	
Attention to detail.	✓	
Ability to work on own initiative.	✓	
Commitment to teamwork.	✓	
Must be self-motivated and well-organised so that agreed deadlines and standards are met.	✓	
Commitment to customer service and its improvement.	✓	
To be able on occasion to work outside normal office hours.	✓	
To be able to travel throughout the Borough (may be using own transport).	✓	

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