

Job summary

Role title: Senior Planning Officer

Department: Planning – Development Management



Are you ready to take the next step in your planning career? Do you thrive on complex cases, collaborative working, and making a real impact on the places people live, work, and enjoy?

We're looking for a dynamic and proactive Senior Planning Officer to join our Development Management team. This is a fantastic opportunity to lead on high-profile planning applications, shape the future of our borough, and help support the next generation of planning professionals.

What you'll be doing:

- Leading on minor and major planning applications, from pre-application advice to committee presentation and appeal defence.
- Providing expert guidance to applicants, agents, councillors, and the public — helping shape proposals that meet policy and community needs.
- Representing the Council at Planning Committee, forums, and appeals — your advice will help shape decisions that matter.
- Mentoring and supervising junior officers and technicians, fostering a supportive and high-performing team culture.
- Deputising for the Principal Planning Officer, contributing to strategic service delivery and continuous improvement.

Key responsibilities:

- Delivering high-quality pre-application advice in line with national and local policy.
- Managing a diverse caseload with professionalism, efficiency, and attention to detail.
- Preparing robust reports and recommendations for decision-making.
- Handling appeals with confidence and clarity, ensuring the Council's position is well represented.
- Collaborating across departments to deliver joined-up planning outcomes.
- Building strong relationships with elected members and stakeholders.

What we're looking for:

An RTPi qualified planning professional with experience in development management.

Strong knowledge of UK planning legislation, policy, and procedures.

Excellent communication skills — written, verbal, and interpersonal.

A proactive, organised, and solution-focused approach.

Why join us?

Be part of a progressive and supportive planning team.

Work on projects that shape communities and places.

Enjoy flexible working arrangements, professional development, and career progression.

Make a real difference in a role that blends technical expertise with public service.

If you're ready to help shape the future of planning in our borough — we'd love to hear from you.

Person specification and interview assessment form



Candidate name			
Contact number			
Role title	Senior Planning Officer		
Date of interview		Signed by recruiting manager	

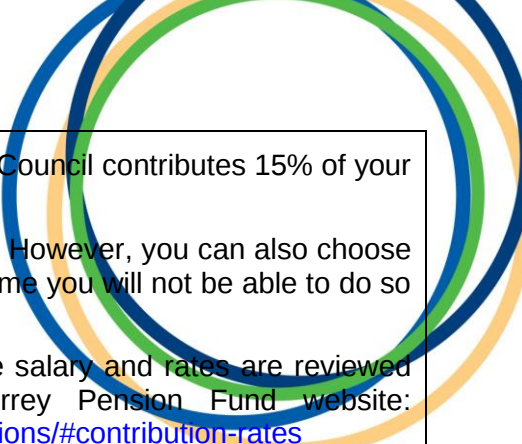
Selection and Interview Criteria		Scoring	
Criteria	Criteria importance E = Essential P = Preferred	Score 3 = Met with full example 2 = Partly met with example 1 = Partly met no example 0 = Not demonstrated	Score rationale/interview notes
Qualifications			
Degree or equivalent	E		
Eligible for membership of the RTPI (or equivalent)	E		
Full driving licence	E		
Experience and achievements			
2+ years Development Management Experience	E		
Knowledge of planning legislation and policy	E		
Previous supervisory experience	P		
Experience of presenting to Councillors	P		
Role required competencies and behaviours			
Good time management	E		
Workload prioritisation	E		

Strong interpersonal skills	E		
Ability to work under pressure	E		
Good report writing skills	E		
Ability to interpret plans	E		
Confident communicator	E		
Corporately required personal qualities and behaviours			
Innovative	E		
Supportive	E		
Flexible	E		
Positive	E		
Total Criteria Score			Feedback to be given to candidate:
Essential Criteria Score			
Preferred Criteria Score			
Appointment choice number		1st / 2nd / 3rd	

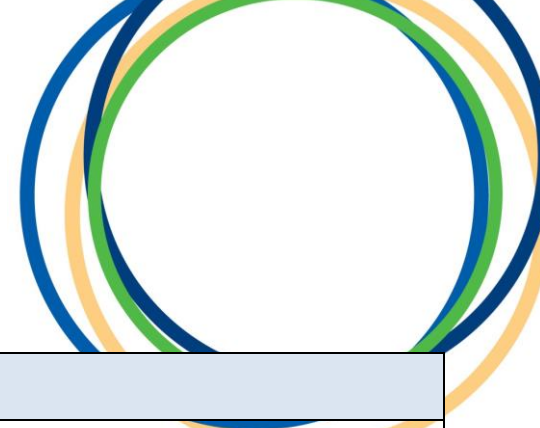


Summary of employment package

Place of work	The role will be primarily based at Town Hall, Reigate. We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.
Salary	Graded Professional (P2P), the salary will be in the region of £44,883 - £49,194 per annum dependent upon experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.
Market supplement	In light of the need to recruit and retain staff with critical planning skills, the post holder will also be entitled to a market supplement payment of £2,000 per annum, in addition to the basic salary detailed above. This is paid in monthly installments
Duration of contract	The contract will be offered on a permanent basis.
Probationary period	Upon joining the Council, all staff are required to satisfactorily complete a six month probationary period.
Hours of work	Hours of work are nominally 36 per week.
Employment Benefits	
Flexible working hours	Dependant on the requirements of the role, RBBC supports flexible and hybrid working, with arrangements being made in agreement with managers and based on operational needs. Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system. Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient office cover and the particular needs of the service at that time.
Annual leave	The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays. Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.



Pension	You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year. You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day. Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates
Training and development	The Council actively encourages continued professional development and talent development. Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.
Professional subscriptions	If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year directly by invoice.
Car parking / Travel loan scheme / Cycle Purchase Scheme	With hybrid working practices now in place for roles traditionally based at the Town Hall, we are able to offer access to parking. For now everyone who works on site at the Town Hall can use a parking space for that day. We anticipate there will be enough spaces to meet daily demand. However, it should be noted that spaces are not guaranteed, not a contractual right and are offered on a first come, first served basis. The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available for quarterly/yearly rail season or bus tickets or a season car park pass and we offer a cycle purchase scheme up to the value of £2000 (eligibility rules apply).
Employee discounts	All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more. Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.



Other Conditions	
Pre-employment checks	Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS): • at least two satisfactory references • eligibility to work within the UK, and proof of your identity • evidence of relevant qualifications
Paid work with another employer	If you are appointed, your contract with the Council should normally be classed as your main employment. You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.
Disclaimer	Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate & Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly. Please note that it is important to avoid seeking support directly or indirectly from any Councillor for any appointment with the Council as this may result in disqualification from the selection process.

Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

Our Vision

Working together to make a great place to live, work and enjoy.

Our Values

Making a difference, doing the right thing, being bold and confident.

Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and trying out new approaches
- ✓ Challenge the status quo in a constructive way

Great People

