

 St Albans City & District Council	Job Description and Person Specification	
Job Title	Planning Officer	
Post Number	P1408, P1409, P1410, P1411, P1412, P1431, P1432, P1440, P1492, P1512, P1716	JE Ref:
Grade	Grade 6	
Other Payments	Outer Area Fringe Allowance	
Job Family	Technical and Professional Services	
Directorate	Community and Place Delivery	
Progression	Progression through the grade is dependent on performance against delivery targets, value and behaviours	
Hours per week	37	
Accountable to	Planning Team Leader	
Date created/ reviewed	December 2025	

JOB DESCRIPTION FOR PLANNING OFFICER

Job Purpose

To support the delivery of a wide range of effective and efficient Development Management services associated with the carrying out of the Town and Country Planning Acts and associated regulations and legislation to the people, businesses and community of St Albans or internally to the Council.

Accountabilities

1.	Provide professional advice, guidance, interpretation and evaluation on all aspects of the work area to customers and colleagues to meet statutory and service requirements, so that it meets statutory targets and legislation and delivers quality outcomes
2.	Lead on the consideration and negotiation of planning applications and provide a decision recommendation on each application within statutory time limits to facilitate the implementation of the Development Plan.
3.	Keep up to date with good practice and changes to legislation to ensure appropriate consideration of planning matters.
4.	Provide professional advice, interpretation and expertise in Planning Appeal and

	Planning Enforcement and prosecution issues in liaison with the planning and enforcement teams, including provision of written evidence for hearings and Planning (public) Inquiries and Court.
5.	Implement a professional and entrepreneurial approach to optimise fee income and make the most efficient use of resources
6.	Ensure planning decisions are transparent, consistent and robust through clear communication, evaluation and interpretation of national and local policy and seek to reduce the amount of appeals through a proactive development management approach.
7.	Support the Development Management team to ensure the ICT for the team is maintained at an appropriate level and is informed through new developments in e-planning delivery which facilitates the delivery of the Council's corporate vision, strategic objectives and agreed priorities as well as statutory requirements.

Demands

Physical

The post holder will be required to make site visits. Site visits will include visiting construction sites, derelict land and buildings, open countryside and farmland. The post holder will need to be capable of walking around these on uneven and rough ground. Site visits such as this will take place throughout the year, approximately once a week on average. There may also be some climbing of ladders and stiles, descending into trenches or crouching down to inspect foundations, ground conditions, waterways, archaeological and historic structures. These activities will be less frequent, possibly once or twice a month, however when these arise the post holder will not be able to delegate and will need to attend site.

Mental

The post holder will be required to constantly juggle conflicting priorities with a particular emphasis on meeting the differing needs of officers, members and the public. Evening working will be required though committee and public meetings and to ensure deadlines are met and the post holder will need to be able to remain focused, productive and calm in a team environment.

Emotional

The post holder will be in constant contact with the public who may be unhappy or disappointed with the work and decisions of the planning department and Members, which may lead them to being verbally aggressive. The post holder will need to be able to remain calm and help diffuse the high emotions. The post holder will be required to constantly juggle conflicting priorities with a particular emphasis on meeting the differing needs of officers, members and the public. Evening working will be required though committee and public meetings and to ensure deadlines are met and the post holder will need to be able to remain focused, productive and calm.

Working Conditions

For the main part the post holder will be able to schedule site visits to avoid bad weather; however there will be occasional instances when site visits will need to be made when the weather is poor.

Other Employment Requirements

This job may be suitable for home working.
The post holder must have access to a motor vehicle with appropriate business insurance and a full driving licence.
The post holder may be required to attend evening meetings as and when required.

ROLE SPECIFIC PERSON SPECIFICATION PLANNING OFFICER				
Criteria		Essential	Desirable	Assessment
Values and Behaviours				
	We are Customer Driven	X		I, T, R
	We Care	X		I, T, R
	We are Confident	X		I, T, R
	We Work Together	X		I, T, R
	We are Trusted	X		I, T, R
Qualifications				
Q1	Degree or significant relevant experience working at a professional level using appropriate literacy levels	X		A,I,D
Q2	Licentiate membership of the RTPI or extensive planning experience	X		A,I,D
Q3	Urban design, historic environment or regeneration qualification/Postgraduate qualification recognised by the RTPI /Chartered Membership of the RTPI		X	A,I,D
Knowledge				
K1	Knowledge of the development management process, to include statutory regulations, instruments, policy, guidance and case law and how this can be applied to the determination of	X		A,I,T,

	planning applications			
K2	Knowledge of Conservation Area, Listed Building and Advertisement regulations, policy and legislation and how this can be applied to the determination of planning applications	X		A,I,T
K3	Knowledge of urban design and regeneration principles		X	A,I
K4	Knowledge of development viability and financial appraisal		X	A,I
K5	Knowledge and experience of how the development management process interacts with plan making process		X	A,I
Experience				
E1	Experience of considering planning issues.	X		A,I,T
E2	Experience of managing workload in a timely manner	X		A,I,R
E3	Experience of drafting planning reports with coherent, logical argument	X		A,I,T
E4	Prior experience of providing professional planning advice	X		A,I,T
E5	Experience of providing professional planning advice in a local authority context, including presenting planning reports at Committee		X	A,I
E6				
E7	Experience of Conservation Area, Listed Building and Advertisement regulations, policy and legislation and how this can be applied to the determination of planning applications		X	A,I

Method of Assessment Codes

A	Application Form	T	Tests (online / at interview)	R	Reference	D	Documentary Evidence	I	Interview	O	Other
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For further information on the scope of accountabilities when working at this level please see the generic job description/person specification [here](#)