

SEVENOAKS DISTRICT COUNCIL

DEVELOPMENT MANAGEMENT

JOB DESCRIPTION

TITLE OF POST

Planner (Career Grade)

POST No.**GRADE**

Band D1 (Career Grade)

RESPONSIBLE TO

Development Team Manager & Principal Planners

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

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DEVELOPMENT MANAGEMENT

PERSON SPECIFICATION

TITLE OF POST

Planner (Career Grade)

POST NO.

	Essential	Desirable
♦ Approach	<ul style="list-style-type: none">♦ 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.	
♦ Skills / Experience & Qualifications	<ul style="list-style-type: none">♦ 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	<ul style="list-style-type: none">♦ Experience of dealing with planning applications in either Local Government or a Private Practice setting

	<ul style="list-style-type: none"> ♦ Awareness of public expectations of the planning process ♦ Ability to use IT packages including Microsoft Word, Outlook 	
♦ Other	<ul style="list-style-type: none"> ♦ 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 	