

# 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.**

	<b>Essential</b>	<b>Desirable</b>
♦ <b>Approach</b>	<ul style="list-style-type: none"><li>♦ Recognises the importance and value of development management and policy planning in an area of pressure and constraint</li><li>♦ An understanding of the effects that planning has on people and communities</li><li>♦ Ability and desire to provide effective and efficient service to all customers</li><li>♦ Team player</li><li>♦ Ability to devise and manage own work programme and manage multiple deadlines.</li></ul>	
♦ <b>Skills / Experience &amp; Qualifications</b>	<ul style="list-style-type: none"><li>♦ Relevant First degree</li><li>♦ Seeking to study or studying for an RTPI recognised Masters or post graduate Diploma equivalent</li><li>♦ Knowledge of planning policy and the planning applications process and at least 12 months experience of working in a planning office or private practice.</li><li>♦ Good report writing</li><li>♦ Good communication and negotiation skills</li></ul>	<ul style="list-style-type: none"><li>♦ Experience of dealing with planning applications in either Local Government or a Private Practice setting</li></ul>

	<ul style="list-style-type: none"> <li>◆ Awareness of public expectations of the planning process</li> <li>◆ Ability to use IT packages including Microsoft Word, Outlook</li> </ul>	
◆ Other	<ul style="list-style-type: none"> <li>◆ Commitment to undertake any relevant training</li> <li>◆ Flexibility in attitude to work i.e. willingness to take on additional tasks</li> <li>◆ Full Driving Licence and use of vehicle for work purposes</li> </ul>	