

# SEVENOAKS DISTRICT COUNCIL

## DEVELOPMENT MANAGEMENT

### JOB DESCRIPTION

<b>TITLE OF POST</b>	Senior Planner (Career Grade)
<b>POST No.</b>	
<b>GRADE</b>	Band E1 (Career Grade)
<b>RESPONSIBLE TO</b>	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 (Senior Planning Officer)**

- To process and undertake professional / technical evaluations of all planning proposals including complex and major applications, community infrastructure levy cases, enforcement cases and development proposals and to make recommendations thereon.
- To give advice to and undertake negotiations with applicants and others including on all proposals including complex and major development proposals, enforcement cases, planning applications and pre-application enquiries.
- The preparation of reports on all development proposals, including the more complex and major proposals, enforcement cases and planning, etc. applications and to present these cases to the Development Control Committee and / or at an Appeal Hearing or Public Inquiry.
- Assist the Principal Planners in dealing with major projects or significant schemes as and when appropriate.
- Checking junior officers pre application responses before they sent out where appropriate.
- To respond to enquires regarding the need for planning permission and provide excellent service to all customers.
- To provide colleagues with help as may be required to assist in the processing of planning applications and appeals. To work together as a team.
- To mentor, support and assist more junior officers as may be required to assist in the processing of their planning applications and appeals. To be first point of contact for junior colleagues.
- To prepare appeal statements for written representations, informal hearings and public inquiries.
- 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 where relevant deliver planning training 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**

Senior Planner  
(Career Grade)

**POST NO.**

	Essential	Desirable
♦ <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>♦ Understands the effects that planning has on people and communities</li><li>♦ Ability and desire to provide effective and efficient service to all customers/stakeholders</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>♦ Achieved an RTPI recognised Masters or Post Graduate Diploma in Planning.</li><li>♦ At least two years post qualification experience in</li></ul>	<ul style="list-style-type: none"><li>♦ Experience of dealing with major and complex planning applications in either Local Government or a Private Practice setting</li></ul>

	<p>Development Management on a variety of planning applications.</p> <ul style="list-style-type: none"> <li>◆ Full eligibility for membership of the RTPI, tested by the actual submission to the RTPI for full membership.</li> <li>◆ Detailed knowledge of planning policy, legislation and the planning applications process.</li> <li>◆ Experience of appeals</li> <li>◆ Good report writing</li> <li>◆ Good communication and negotiation skills</li> <li>◆ Awareness of public expectations of the planning process, including Councillor involvement</li> <li>◆ Ability to use IT packages including Microsoft Word, Outlook</li> </ul>	<ul style="list-style-type: none"> <li>◆ Experience of appeal Hearings and Public Inquiries.</li> <li>◆ Experience of mentoring and providing advice and training to colleagues.</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>	