



Role Profile

Job Title	Principal Planning Officer		
Team	Strategic Development	Grade	10
Reports to	Strategic Development Team Leader		
Date	June 2024		

One Arun:

Every role at Arun contributes towards our [**Vision – A better future**](#), and every employee strives to embrace and champion our [**Values**](#):



Overall job purpose:

The Officer will be based in the Growth Directorate and the principal area of work will be the determination of planning applications. These will be the more major/controversial applications in the district and will involve making high quality professional judgements and producing high quality work. The post remains flexible in nature and the Officer will be expected to assist in all areas of the work programme and may be asked to undertake any of the duties and responsibilities set out below.

Key areas of focus:

1. Produce high quality reports and recommendations in line with planning policy and all relevant material considerations for both delegated and non-delegated applications and presentation of items at Committee as requested. You will be required to process and determine larger scale development proposals in the district, and this will involve managing consultees, considering consultation comments, comprehensive case management discussions with managers and producing timely work.
2. Undertake and assist with planning work, including formulating and guiding selected Development Plan Documents, development briefs and related projects through all the necessary stages of community involvement



	ensuring compliance with regulations, enforcement procedures and the Council's constitution.
3.	To deputise for the Development Management Team Leader where necessary and sign off delegated decisions on planning applications (other than 'major' applications) and work in respect of appeals. This will also include presenting applications to Planning Committee.
4.	To perform in line with the Council's Corporate performance targets and those set individually by the Development Management Team Leader and ensure that a high standard of customer service is provided.
5.	To contribute to the effective delivery of services, through the formulation of processes, policies and strategies that relate to the delivery of the Development Management function. The postholder will also be expected to actively contribute to service improvement plans, identifying areas for review to ensure the continued effective delivery of such plans.
6.	Responsibility for maintaining accurate records on files and for following correct office procedures and best practice notes.
7.	Initiating and responding to requests for discussions with applicants, agents, the general public and Councillors on planning application of all types and categories and on planning policy / other work within the directorate as appropriate. To provide clear, balanced and accurate advice and on issues arising within the post holder's area of responsibility.
8.	Representing the planning department at joint working party and technical team meetings, as required.
9.	To positively assist in the negotiation and assessment the content of planning proposals, (pre application or application), against policy and other material considerations.
10.	To contribute and assist in the negotiation of Planning Obligation agreements, (Section 106 Agreements), with all stakeholders and interested parties as required.
11.	To compose and explain the Council's case, at informal Hearings / Public Inquiries / court, as appropriate, ensuring the views of the Council are properly represented and submitted within required timescales.
12.	To liaise with other Council Departments, external stakeholders and to attend meetings as requested.
13.	To be responsible for his/her own self development on a continuous basis and for developing and maintaining a substantial base of up to date knowledge of Planning Law and guidance.
14.	To assist less experienced staff in learning and development as and when requested.
15.	To monitor the work of consultants providing specialist input into the assessment of strategic planning proposals.



16.	To provide advice and guidance to Steering Groups where required.
17.	Investigating complaints and monitoring of planning application conditions / compliance through site inspections, interviews and other research. Writing up enforcement investigation reports in the context of relevant legislation based on detailed and thorough investigation and making recommendations as to whether to take matters further leading to the serving of an enforcement notice.
18.	To comply with all of the Council's Policies, i.e. Customer Care, Corporate Complaints, Equality and Diversity.
19.	Compliance with codes of conduct agreed for all ADC employees, and with professional codes of conduct relative to membership of professional bodies associated with work (where relevant).
20.	Any other duties that are appropriate with this post.

Role Requirements

The following outlines the criteria for this post. Applicants will be shortlisted and interviewed to access if they meet the criteria for the role.

Criteria	Essential	Desirable
Professional Qualifications		
Degree in Planning or equivalent	x	
RTPI qualification		x
Recognised Town Planning qualification		x
Experience		
Minimum 3 years recent work experience of local government or private practice in development control/management or policy formulation, including major development proposals.	x	
Proven experience of writing committee reports and appeal statements.	x	
Proven experience of effectively liaising with members of the public.	x	
Proven experience of effectively managing planning proposals for major planning applications.		x



Proven experience of effectively liaising with elected Members and other stakeholders.		x
Competencies		
Team Player	x	
Effective negotiation skills.	x	
Demonstrates an ability to organise own work to maximise efficiency and productivity to meet the required performance targets.	x	
Time management skills with the ability to successfully work within timescales to meet deadlines.	x	
Able to write accurate and concise reports.	x	
IT skills with the ability to interrogate filing systems, enter data and write reports in templates.	x	
Communication: Able to communicate (sometimes contentious matters) clearly, appropriately and respectfully at all levels.	x	
Influence: Understands internal and external politics and is able to wield influence effectively, tailoring actions to achieve the impact needed.	x	
Coaching: Ability to take an active role in helping others to learn and develop at work to help achieve departmental objectives.	x	
Initiative: Is resourceful and able to work and make decisions with limited supervision.	x	
Organisational skills: Understands work of the wider team and feeds into supporting this alongside own work, making the best use of available resources.	x	
Industry knowledge: Actively seeks out best practice and CPD to understand current issues related to the department, sector and profession to make informed decisions.	x	
Accountability: Acknowledges Mistakes with patience and understanding and offers support to rectify the situation, putting in place measures to prevent future errors.	x	
Consistency: Maintains standards, behaviours and fair decision making at work, correlating actions to opinions.	x	



Integrity: Builds trust by meeting all commitments, demonstrates honesty and integrity and acts as a role model		
Health and Safety		
	Yes	No
Does this role require a Basic/Enhanced DBS check?		x
Is this a Political restricted post?		x
Able to attend and contribute to public and other meetings, including occasional evening meetings.	x	
Does this role require a driver's license and access to a vehicle?	x	
Does this role attract an essential car user allowance?		x
Does this role attract a market supplement?	x	
Does this role require a uniform?		x

