



# RUTLAND COUNTY COUNCIL

## JOB DESCRIPTION

<b>Position Title:</b>	<b>Senior Planning Officer</b>
<b>Grade:</b>	<b>PO1</b>
<b>Directorate:</b>	<b>Places</b>
<b>Department:</b>	<b>Development Control</b>
<b>Responsible to:</b>	<b>Principal Planning Officer / Development Control Manager</b>

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### **Purpose of the Job:**

To deliver an efficient, effective and customer focussed Development Control service, achieve the required performance targets and manage a team of two planning officers.

### **Main Responsibilities:**

#### **Leadership & Management**

- Support Principal officers with management of Planning Officers, ensuring high performance and effective workload management.
- Deputise for the Principal Planning Officer and Development Control Manager as required.

#### **Development Management**

- Handle all aspects of more complex planning, listed building and related applications from receipt through to Committee.
- Provide professional planning advice to Members, Parish Councils, applicants and the public.
- Negotiate amendments to applications as necessary.
- Prepare high-quality reports and present them to the appropriate Council Committee.
- Manage a caseload to exceed National Planning Performance Indicator Targets.

#### **Appeals & Enforcement**

- Prepare statements and present evidence for planning appeals.
- Assist the Enforcement Officer to ensure effective monitoring and control of breaches of planning legislation.

#### **Service Improvement**

- Undertake projects to deliver service improvements to the planning function.



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To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

### **Behaviours and outcomes:**

Work collaboratively across the Council to ensure a joined up, consistent service that adds value to the Planning Service and the wider Council priorities set out in the Corporate Strategy. The Council's four priorities are:

- Tackling the climate emergency,
- A diverse and sustainable local economy,
- Provide good public services,
- Support the most vulnerable.

Be ambitious for Rutland and champion best practice across the Planning services to achieve the best outcomes.

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.

### **Dimensions:**

No budget responsibility.

Help support the Principal Planning Officers with the management of Planning Officers.



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### JOB REQUIREMENTS

#### QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Planning degree or equivalent	D

Desirable	Method of Assessment *
Corporate member of RTPI (or eligibility)	D

#### EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Excellent knowledge of DC/Planning	A/I
Presentations to committee and other forums	A/I

Desirable	Method of Assessment *
Presentation at Appeal Hearings	A/I

#### SKILLS

Essential	Method of Assessment *
Supervisory ability	A/I
Good oral and written communication	A/I
Good numeracy and literacy	A/I
Ability to use initiative	A/I
Good report writing	A/I
Ability to work to deadlines	A/I



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Computer literate	A/I
Demonstrated good customer care	A/I
Ability to manage own workload	A/I
Required to work unsocial hours	A/I
Ability to undertake site visits	A/I

Desirable	Method of Assessment *
Knowledge of the Idox Uniform system	A/I

### **EQUALITY AND DIVERSITY**

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

### **OTHER**

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

\* A = Application Form    D = Documentary evidence    I = Interview    T = Test

## **STRUCTURE**

To be confirmed.

**NOTE:** These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.



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DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
17/2/2026	Yes – Updated to new template	Justin Johnson Development Manager