



Job Description

Job title	Assistant Development Management Planner (Grade SK6-SK10) Development Management Planner (SK10-SK14) Senior Development Management Planner (SK15-SK16)	Hours	37 hours <i>Flexible working options are available</i>
Department	Planning	Salary	SK6-SK16 (£25,761 - £44,304) This is a single career graded post. The starting salary will be dependent on the role and experience.
Location	Council Offices, The Picture House, St Catherine’s Road, Grantham, with potential for mix of home and office-based working	Contract	Permanent

Main Job Purpose

The Council currently has a single vacancy with the Development Management Team following a recent promotion and will consider candidates at all levels against the service requirements before making an appointment.

The Development Management Team play an important role in the delivery of the Council’s strategic corporate priorities. Working for us, you will have the opportunity to make a real difference to our residents, supporting and managing growth in the District, and offering value for money.

The role(s):

Assistant Development Management Planners play a key role in the processing and determination of householder planning applications and other minor applications, including lawful development certificates, prior notifications and discharge of planning conditions applications.

Development Management Planners are responsible for a caseload of minor planning applications, including minor residential and commercial development proposals, prior approvals for changes of use, and lawful development certificates for existing and proposed uses.

Senior Development Management Planners manage the more complex applications, including a small caseload of major development proposals. This involves working with other Council teams and partner organisations to promote the Council’s strategic corporate priorities, as well as contributing towards projects designed to enhance existing systems and improve performance standards.



This role is not politically restricted.

Main Statement of Responsibilities

Responsibilities allocated will be dependent on relevant knowledge and experience

To process planning applications in an efficient and effective manner

- To process planning applications relating to minor developments, including householder applications, application for certificates of lawfulness, and applications for residential and commercial development (subject to relevant experience).
- To make site inspections of each application to assess the merits of the proposal and to ensure that the application is advertised in accordance with standard procedures.
- To complete the processing of the application and in consultation with the Principal Development Management Planner determine applications under delegated authority.
- Where necessary, to compile clear and reasoned reports and make recommendations to Committee.
- To attend Committee meetings, as required, presenting planning applications.

Additional Responsibilities for Senior Planner

- To handle an individual caseload of more complex planning applications.
- To sign off decisions on minor applications determined by more junior members of the team.

To assist the public with planning enquiries

- To negotiate with applicants and agents and provide clear and precise preliminary planning advice
- To provide advice to members of the public on general planning matters
- To provide advice and guidance to members of the public on the likely implications of specific planning applications

To assist elected members with planning enquiries

To carry out appeal preparation and presentation as required

- Prepare appeal statements in liaison with legal officers, other officers and consultees as required.
- Attend as an expert witness and present the Council's statement of case at hearings and public inquiries.

To assist in the enforcement of planning control and the monitoring of approved developments

- Offer professional advice and guidance on matters of enforcement and monitoring.

Liaise with other outside bodies and organisations

Assist with the work of other sections within the Growth Directorate



Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process; Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Be responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility



Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification – for Grade SK6 Person Specification for ALL applicants		
Experience		
All applicants must be able to demonstrate, by providing personal and specific examples on the application form in each of the areas listed below:		
Please note all elements listed below are considered as essential for all career grades		
1	Previous experience of working within an administrative environment	Essential
2	Experience of using information technology packages including: Microsoft Office and electronic document management	Essential
3	Experience of general office skills: letter writing, filing, photocopying, answering phones	Essential
Knowledge and Skills		
All applicants must be able to demonstrate, by providing personal and specific examples on the application form in each of the areas listed below:		
Please note all elements listed below are considered as essential for all career grades		
4	Manages time effectively and delivers against agreed objectives	Essential
5	Communicates effectively (written, oral and presentations) to differing audiences	Essential
6	Proactive and ensures priorities are met	Essential
7	Excellent customer service skills	Essential
Qualifications		
All applicants must be able to demonstrate, by providing personal and specific examples on the application form in each of the areas listed below:		
Please note all elements listed below are considered as essential for all career grades		
7	Current driving licence	Essential
8	Evidence of continuous learning	Essential
Personal Characteristics		
All applicants must be able to demonstrate, by providing personal and specific examples on the application form in each of the areas listed below:		
Please note all elements listed below are considered as essential for all career grades		
9	Experience of dealing with the public	Essential
10	Ability to work unsupervised	Essential
11	Ability to work quickly and accurately	Essential
12	Willing to undertake further training	Essential
13	Works effectively with others	Essential



14	Takes ownership and responsibility	Essential
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Person Specification – for Grade SK10-14		
Applicants must be able to meet the previous criteria (1-14) <u>AND</u> the below		
Experience		
15	Previous experience of working in a planning environment	Essential
Knowledge and Skills		
16	Knowledge of local government procedures and practices	Essential
17	Knowledge of the planning system and the procedures relevant to planning applications	Essential
Qualifications		
18	Degree / Diploma (ideally in Town and Country Planning or closely related discipline) or working towards completion	Essential
Personal Characteristics		
19	Constructively challenge and offer solutions	Essential
20	Creates a positive impact to influence situations	Essential

Person Specification – for Grade SK15-16		
Applicants must be able to meet the previous criteria (1-14) <u>AND</u> the below		
Experience		
21	Evidence of effective operational management and achievement of performance targets	Essential
22	Experience of handling a caseload of residential, industrial, commercial and complex applications	Essential
23	Assisting the development and implementation of service improvements	Essential
Qualifications		
26	Membership of the Royal Town Planning Institute or working towards accreditation	Essential
Personal Characteristics		
27	Willing to work actively and constructively with other staff, departments and external organisation	Essential
28	Ability to lead, supervise and motivate others	Essential