

JOB PROFILE

Post No.	
Post Title:	Senior Planning Officer Major Projects
Unit/Team:	Major Projects and Economic Development
Grade:	Grade F
Service:	Growth & Investment
	Principal Planning Officer/s / Major Projects and Economic
Reports to:	Development Manager
Issue Date:	April 2022

PURPOSE OF THE JOB

To enable and ensure acceptable development within the framework of local and national planning policy.

Main Responsibilities

- Deal with and determine a range of planning applications with a focus on Major Projects and the delivery of Rugby’s Sustainable Urban Extensions.
- Deal with resultant planning appeals comprising inquires, hearings and written representations including those of a complex nature resulting from above.
- Provide planning advice and support Planning Officers and others within the Team.
- Help to negotiate complex Section 106 agreements including ongoing monitoring.
- Provide specialist planning advice, advice to the public, Councillors, statutory authorities, professional agents and other related customers at all stages in the planning and enforcement process
- Assist in the review and preparation of planning policy and other related planning documents.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Process a range of applications and consents including those of a more complex and major nature in an effective and efficient manner and independently from pre application stage to their conclusion using appropriate systems, including the validation, registration and administration of applications. This includes updating databases and the planning website and using Microsoft Office (Outlook, Word, Teams, Powerpoint, Access and Excel).
- 1.2 Issue decisions independently and without supervision

- 1.3 Carry out site visits, surveys, investigations and research work in connection with pre applications, applications, post application work, enforcement investigations and appeals, involving predominately lone working.
- 1.4 Write committee and officer reports and present reports to Planning Committee in a confident and effective manner and also undertake committee site visits with members when required.
- 1.5 Represent the Council at inquiries and court cases as an expert witness and hearings and written representations as an advocate.
- 1.6 Keep up-to-date with National, Strategic and Local planning policy and guidance as well as planning appeal decisions and other relevant legislative changes.
- 1.7 Undertake negotiations with relevant parties using initiative to secure acceptable outcomes with regards to Section 106 Agreements, planning applications and appeals and enforcement investigations.
- 1.8 Continually monitor and evaluate the systems and processes used by the Team and seeking ways to improve the effectiveness and efficiency of the service including undertaking additional tasks and duties to that end.
- 1.9 Liaise with other statutory authorities/professional agents/members of the public/councillors and provide specialist advice in respect of a range of planning matters, where required.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Be aware of Health & Safety legislation and so far as is reasonably practicable, ensure compliance with the Health & Safety at Work Act, the Council's Health Safety Policy and the Service's relevant planning and enforcement risk assessments.
- 2.2 Liaise with other Council officers on both planning control, enforcement and other related issues.
- 2.3 Such other reasonable duties the Major Projects and Economic Development Manager or equivalent may require.
- 2.4 Support, mentor and advise colleagues
- 2.5 Be available for public consultation in reception to provide specialist knowledge and assistance whilst also dealing with direct telephone enquires.

3. SUPERVISORY RESPONSIBILITIES

- 3.1 Planning & Graduate Planning Officers

4. FINANCIAL RESPONSIBILITIES

None

5. RESPONSIBILITY FOR ASSETS AND DATA

None

6. EXTENT OF PUBLIC CONTACT

Daily direct contact in person, in reception, on site, by telephone, e-mail and letter with other Council officers, members of the public, developers, applicants, agents, Parish Councils and statutory and non statutory consultees.

Regular contact with Members of the Borough Council.

Occasional contact with Members of Parliament.

7. WORKING CONDITIONS AND ENVIRONMENT

Principally office based but with the need to visit sites and attend meetings at external venues including locations outside the Borough.

This will include out of hours and evening working and will involve unaccompanied on-site inspections and lone worker situations.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

- Financial Accounting
- Equality and Diversity
- Health and Safety
- Risk Management
- Anti- Fraud
- Data Quality and Data Protection
- Business Continuity
- Major Emergency Plan
- Procurement and Contract Management
- Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Senior Planning Officer Major Projects

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Degree or Diploma in Town Planning or relevant degree with extensive planning experience in the United Kingdom.	E	A,D
Experience of dealing with and negotiating on a range of more complex and major planning applications in the United Kingdom.	E	A,I,R
Experience of dealing with a range of heritage based applications, including listed buildings	E	A,I,R
Good communication skills	E	A, I, T
A good standard of literacy and report writing skills	E	A,I
A good standard of presentational skills to Council members, officers and the public	E	A,I
Possess a full UK driving licence and be able to attend meetings and site visits throughout the Borough	E	A,I,D
General competence in computers, including relevant PC based software systems	E	A,I,D
A commitment to work within our CAN DO values	E	A,I
Experience of negotiating, dealing with and progressing legal agreements	D	A,I
Experience in dealing with a range of enforcement matters	D	A,I,R
Experience of mentoring, supporting and advising colleagues	D	A,I,R
Chartered Membership of the RTPI.	D	A,D

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D