

JOB PROFILE

Post No.	70106
Post Title:	Senior Planning Officer (Development Management)
Unit/Team:	Development Management
Grade:	Grade F
Service:	Growth & Investment
Reports to:	Principal Planning Officer
Issue Date:	May 2026

PURPOSE OF THE JOB

The post holder will deal with and determine a range of more complex and contentious applications as well as major applications, including Listed Building Consents and resultant appeals ensuring acceptable development within the framework of local and national planning policy.

The post holder will also work as an integral and valued member of the Development Management Team and the wider Growth and Investment Service to undertake the efficient coordination, assessment, and determination of development proposals in the form of applications and preapplication enquiries.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1.1 Process complex and major planning applications including those related to enforcement matters, Conservation Areas and Listed Buildings in an effective and efficient manner, including the validation, registration and administration of applications and the issuing of those decisions independently without supervision.
- 1.1.2 Provide pre-application advice on complex and major development proposals including acting as lead officer co-ordinating the views of relevant stakeholders.
- 1.1.3 Use project management tools such as planning performance agreements on more complex applications from pre-application to discharge of conditions stages.
- 1.1.4 Undertake negotiations with relevant parties using initiative to secure acceptable outcomes with regards to Section 106 agreements, including the application of the Council's community infrastructure Levy (CIL) in partnership with the Council's Legal & Governance Service.
- 1.1.5 Carry out site visits, surveys, investigations and research work in connection with pre applications, applications, post application work, enforcement investigations and appeals.

- 1.1.6 Prepare committee reports and regularly present reports to Planning Committee and carry out Committee Site Visits in a confident and effective manner, including providing guidance, advice and clarification to the Planning Committee on associated matters.
- 1.1.7 Co-ordinate and prepare evidence and witness statements to represent the Council as an expert witness at inquiries and hearings, including formal advocacy and defending applications for the award of costs.
- 1.1.8 Keep up-to-date with national and local planning policy and guidance as well as planning appeal decisions and other relevant legislative changes.
- 1.1.9 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

- 2.1.1 Disseminate information and provide support, advice and guidance to colleagues regarding changes to national and local planning legislation, regulations, policy and guidance.
- 2.1.2 Carry out service improvement to reflect changes to national and local planning legislation, regulations, policy and guidance and other Council wide changes.
- 2.1.3 Provide general advice and guidance to members of the Growth and Investment Service.
- 2.1.4 Produce decisions under the delegation scheme, for the full range of applications including major applications.
- 2.2 Such other reasonable duties the Principal Planning Officers and Development and Enforcement Manager or equivalent may require.

3. SUPERVISORY RESPONSIBILITIES

- 3.1 Planning & Graduate Planning Officers and Planning Technical Officers

4. FINANCIAL RESPONSIBILITIES

- 4.1 Negotiate and secure financial contributions in relation to planning applications including the application of CIL.

5. RESPONSIBILITY FOR ASSETS AND DATA

- 5.1 For all equipment and data used to perform the duties of the role.

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 Rugby Borough Councillors.

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. Hybrid working available – refer to the Council's Agile Working Policy.

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 (Development and Enforcement)

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 equivalent)	E	A,D
Substantial knowledge of the UK planning system	E	A,I
Eligible for Chartered Membership of the RTPI or working towards	E	A,D
Experience of dealing with and negotiating on a wide range of more complex and major planning applications in the United Kingdom.	E	A,I,R
Ability to demonstrate an ability to weigh a range of considerations and arrive at justifiable assessments, conclusions and recommendations.	E	A,I,T
Good communication skills – be able to communicate clearly and effectively with members of the public, Councillors and other third parties by letter, telephone, e-mail and face to face.	E	A, I,T
A good standard of literacy and report writing skills	E	A,I
Ability to manage own workload to deal with conflicting demands and deadlines	E	A,I
Experience of dealing with a range of internal and external stakeholders	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
IT skills – ability to use Microsoft Office programmes and adapt to other software packages.	E	A,I,D
A commitment to work within our CAN DO values	E	A,I
Experience of working in a local planning authority	D	A,R
Experience of dealing with a range of heritage based applications, including listed buildings	D	A,I,R
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
Understanding Local Plan process	D	A,I
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