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Role Profile

Role Title and Service Area	**Senior Planning Officer – Economic Development and Planning**		
Role Number	DDM133	**Grade**	H + 10% Market Supplement
Date Revised	23rd October 2026	**Politically Restricted**	N/A
Employment Status (and end date if applicable)	Permanent	**Car Allowance**	National Essential
Professional Fee	Yes (RTPI included)	**DBS Level (if applicable)**	N/A
Hours of Work	37 hours Monday - Friday	**Job Evaluation Reference**	A2186

Purpose

To provide a high quality service to customers on a wide range of planning matters and making recommendations on planning applications (of any complexity), discharge of conditions, lawful development certificates, listed building consent and advertisement control applications.

Team Structure

This role sits within Economic Development and Planning and will directly report to the Development Lead. It will have no direct reports but work with Development Manager, Development Deputy Manager, Development Business Manager, Planning Case Officers, Development Support Team, Validation Officers, Planning Enforcement Officers, Customer Contact Centre, Customers, Elected Members, Head of Economic Development and Planning.

Key Responsibilities

1 Managing personal workload to deliver high quality work within agreed timescales to ensure high performance standards for the service and minimising complaints

2 Consistently delivering well written, accurate and policy compliant reports for planning applications, discharge of conditions, lawful development certificates, listed building consent, advertisement control applications and other complex cases. This will include assessing proposals and visiting sites, negotiating with developers, liaising with consultees and Members and formulating recommendations for decision.

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3 Presentation of applications to Planning Committee and providing clear and accurate planning advice to elected members

4 Providing effective and meaningful pre-application advice to customers seeking planning permission and liaising with consultees where appropriate

5 Providing general planning advice to customers relating to Permitted Development, the planning application process and queries about development.

6 Engage actively with all members of the local community, voluntary sector, business and specialist groups using appropriate techniques

7 Writing planning appeal questionnaires and statements and representing the Council at Informal Hearings and acting as an expert witness at Public Inquiries.

8 Mentoring Planning Assistants, providing support to the Development Leads.

9 In the absence of the Development Lead, co-ordinate workflow to ensure service delivery is maintained.

10 Liaison with consultees to progress applications, including instructing Legal Services, and where appropriate negotiating with applicants and their agents, on the content of agreements / unilateral undertakings under s106 of the Town and Country Planning Act 1990.

11 Post-application guidance and support to applicants, agents and neighbours on developments.

12 Providing advice to Validation Officers on the validation of major applications, meeting local and national validation requirements.

13 Personal development, undertaking any training that is appropriate to the role and development of the service.

The above duties do not include or define all tasks which the postholder may be required to carry out.

To be responsible for health, safety and welfare of the staff under your control.

To be responsible for the health, safety and welfare of yourself and employees you are working with.

To serve at any of the Council's places of employment in any post of a similar nature and responsibility, if required.

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The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, be commercially sensitive or relate to client information. In such circumstances confidentiality must be maintained at all times.

Senior and Operational Managers are responsible for the identification, prioritisation and management of business risks relating to their service, in accordance with the Council's Risk Management Strategy.

The Council reserves the right to vary the duties and responsibilities of staff under conditions prescribed in national agreements. Thus, it must be appreciated that the above duties may be altered as the future changing needs of the service may require.

The above Job Description is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This Job Description will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.

Communication and Contacts

Key relationships are all those named under the team structure section. There will also be contact with statutory consultees and other consultees as required, including internal teams across the Council.

Corporate Responsibilities

All employees are expected to perform their duties with honesty, integrity, impartiality and objectivity and:

- Give the highest possible standards of service.
- Do nothing inside or outside working hours which could damage the Council's reputation.
- Behave honestly and act in good faith in all dealings with others.
- Be aware of and follow the Council's policies and procedures.

In addition, all employees are expected to adhere to the Council's values of

- Respect
- Integrity
- Adaptability
- Collaboration

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Person Specification

Role Title	Senior Planning Officer (Planning)	**Grade**	H + 10% Market Supplement
Service Area	Economic Development and Planning	**Job Evaluation Reference**	A2186
Role Number	DDM133	**Date Revised**	23rd October 2026

Role Specific Qualifications and Training

Requirements	Essential / Desirable
A Royal Town Planning Institute recognised degree/ diploma or equivalent qualification	**E**
Membership of or working towards Royal Town Planning Institute accreditation	**E**

Knowledge and Experience

Requirements	Essential / Desirable
Demonstrable knowledge of planning practice and procedure	**E**
Demonstrable experience of dealing with a large caseload of planning applications	**E**
Experience of working with customers	**E**
Experience of acting as case officer for large or complicated planning applications	**D**
Experience of working in Local Government	**D**
Experience of supporting junior staff	**D**

Skills

Requirements	Essential / Desirable
The ability to converse at ease with members of the public and provide advice in accurate spoken English	**E**
Excellent written communication skills	**E**

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The ability to deal with customers effectively and sensitively in potentially difficult situations	**E**
Demonstrable report writing skills	**E**
Experience of Microsoft Office products	**E**
Strong organisational skills	**E**
Ability to co-ordinate work	**E**
Pro-active in problem solving Flexible approach to changing priorities and allocation of work	**E** **E**
Approaches work with initiative and integrity	**E**
The ability to work well in a team	**E**
Support the development of other team members	**E**
Able to establish, maintain and develop effective working relationships	**D**
Understanding of working in a political environment	**D**
Experience of Geographical Information Systems (GIS)	**D**
Demonstrate a positive working ethos	**D**

Other Requirements

Requirements	**Essential / Desirable**
The ability to adapt and respond quickly to change	**E**
Show concern for accuracy and quality	**E**
Promote a positive and professional image	**E**
Full valid UK driving licence and access to a vehicle in order to travel around sites within the borough	**E**
Appropriate Business Use vehicle insurance	**E**

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