EXETER CITY COUNCIL

Job Description

JOB TITLE	**:**	Project Officer (Planning)
GRADE	**:**	G
POST NO	**:**	3068
DIRECTORATE	**:**	City Development, Housing & Helping People
UNIT	**:**	City Development
REPORTS TO	**:**	Assistant Service Lead (Planning)
RESPONSIBLE FOR	**:**	None
LIAISON WITH	**:**	Elected Members, Staff throughout the Council, External agencies in public, private and voluntary sector, Applicants and Agents, General Public

MAIN PURPOSE

To support the delivery of high-quality, sustainable development in accordance with Council and national planning policies. The role is responsible for managing a caseload of minor planning and related regulatory applications, ensuring decisions are made within statutory timescales and in compliance with relevant legislation, policy and procedures. To provide professional advice to customers and stakeholders, supporting enforcement activity where required, and contributing to effective collaborative working with colleagues, elected members, external partners and the wider community.

MAIN DUTIES & RESPONSIBILITIES (MDR)

1. To manage a caseload of intermediate development projects from inception to completion, whilst meeting statutory requirements in relation to deadlines and processes

2. To provide advice and guidance to customers seeking to undertake intermediate development projects.

3. To undertake site visits and attend site meetings in order to evaluate development projects and discuss development options with customers.

4. To liaise with Building Control and other officers of the Council to ensure that intermediate development projects can be delivered.

5. To process the regulatory applications that are necessary to deliver minor development projects.

6. To calculate the Community Infrastructure Levy for qualifying projects

7. To manage appeals (including those relating to enforcement matters) from receipt to decision including the preparation of Evidence and Statements for Public Inquiries and Informal Hearings and appearing as a witness on behalf of the Council at Public Inquiries and Informal Hearings.

8. To provide support in the investigation of complaints regarding unauthorised development and when undertaking enforcement action as appropriate.

9. To attend committee meetings, other meetings with elected members and meetings with resident's groups and neighbourhood forums as required.

10. To respond to general planning and property related enquiries from our customers

11. To assist in the identification of appropriate sites for specific development enquiries and work alongside more senior officers in bringing these sites forward for development.

12. To assist in the production of written policy formulated to deliver good development.

13. To assist more senior case officers in the management of more complex development projects from inception to completion.

14. To assist colleagues in facilitating neighbourhood planning, preparing and monitoring the Strategic Housing Land Availability Assessment (SHLAA) and delivering the Council's Infrastructure Delivery Plan as required.

15. To contribute fully to the provision of an excellent service to our customers.

DATE LAST UPDATED: 23 July 2026

Person Specification

JOB TITLE : Project Officer (Planning)

GRADE : G

POST NO : 3068

DIRECTORATE : City Development, Housing & Helping People

UNIT : City Development

Qualifications & Knowledge

Criteria	Essential/ Desirable (E/D)	Method of Assessment
A degree, preferably in Town and Country Planning or a related discipline such as a Geography or Architecture Degree	E	A, I, C
Membership of the RTPI	D	A, I, C

Special Requirements & Skills

Criteria	Essential/ Desirable (E/D)	Method of Assessment
Postgraduate experience, a minimum of 2 years, in a planning or development based discipline	D	A, I
Ability to communicate advice clearly and effectively to a variety of audiences orally and in writing	E	A, I
Ability to organise and prioritise workload and meet deadlines	E	A, I
Ability to work effectively within a team	E	A, I

Other

Criteria	Essential/ Desirable (E/D)	Method of Assessment
Commitment to the highest standards of customer care	E	A, I, R
A flexible approach to meeting customer demand including the willingness to work outside normal office hours when required	E	A, I, R
A commitment to the delivery of, and a clear understanding of what constitutes “high quality, sustainable development”	E	A, I, R

Criteria	Essential/ Desirable (E/D)	Method of Assessment
Evidence of effective negotiating skills used in delivering high quality and sustainable development projects	E	A, I, R
A commitment to continuing professional development	E	A, I, R

CATEGORY: A: Application, **C:** Certificates, **T:** Testing, **I:** Interview, **R:** References.

COMPLETED BY : Hayley Stokes (Assistant Service Lead (DM)
DATE : 23 July 2026