Planning Officer

Job Description and Person Specification

Directorate:	Chief Executive	**Service:**	Planning
Responsible to:	Principal Planning Officer	**Responsible for:**	Planning Assistants and Planning Technicians
Grade:	9		
Location:	Civic Centre		

Job Purpose:

To assist in the management of members of the Development Management team including Enforcement and Conservation, to achieve:-

- the provision of an efficient and effective Development Management service;
- high standards of development; and
- the delivery of a quality customer service.

Key Tasks & Responsibilities:

1. Process planning and related applications, including consultation, negotiation and assessment.
2. Prepare reports and agree recommendations with the Principal Planning Officer or Senior Planning Officer on planning and related applications, for decision by Committee orunder delegated powers.
3. Prepare statements of case and proofs of evidence for planning appeals and appear asexpert witness at Public Inquiries / Informal Hearings.
4. Liaise with and respond to enquiries relating to planning matters (including those relating to the need for planning permission) from members of the public, developers, Councillors,Parish Councils, external agencies/organisations and other officers of the Council, in person and by writing / phone / email etc.
5. Investigate, advise upon and resolve complaints about unauthorised development and non-compliance with planning conditions and liaise with enforcement staff as required.
6. Prepare Site Development Briefs and other Planning Guidelines, to provide guidance to developers.

7. In the absence of the Principal Planning Officer and Senior Planning Officer, to assist in the supervision of other staff in the Development Management team.
8. Attend and present items to Committee, as necessary.
9. Contribute to the preparation of Section 106 Legal Agreements, as required.
10. Assist in the implementation of ICT and e-Government initiatives.
11. Contribute to a continuous improvement in service delivery.
12. Keep up to date with planning legislation and guidance affecting the work of the Planning Service.
13. To undertake such duties as may from time to time be required by the Development Manager or the Assistant Director of Planning and Building Control, appropriate to the grade.

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide the quality service that our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.
- To support the delivery of the Council's Climate Change Strategy and Action Plans to achieve net zero in 2050.

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Relevant degree or equivalent level qualification	**DESIRABLE**	Application/Interview
Professional qualification in Town Planning	**DESIRABLE**	Application/Interview
Corporate Membership of Royal Town Planning Institute	**DESIRABLE**	Application/Interview
Relevant recent Continuing Professional Development activity	**DESIRABLE**	Application/Interview

SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
A thorough knowledge and understanding of the national planning framework, planning policy development, and any other relevant current legislation and guidance; and of current developments in planning practice.	**ESSENTIAL**	Application/Interview
Effective communication skills, including muti-media, oral and written using IT equipment and being computer literate.	**ESSENTIAL**	Application/Interview
Ability to analyse, interpret and present information in a clear, structured and readily understood manner.	**ESSENTIAL**	Application/Interview
Effective organisational skills and the ability to manage a diverse workload.	**ESSENTIAL**	Application/Interview
Ability to work on effectively on own initiative as well as part of a team.	**ESSENTIAL**	Application/Interview
Ability to make decisions and take appropriate action using professionalism and good judgement.	**ESSENTIAL**	Application/Interview
Problem anticipation and solving abilities and the ability to present arguments logically and persuasively.	**ESSENTIAL**	Application/Interview
Knowledge and understanding of current developments in service delivery in local government.	**DESIRABLE**	Application/Interview
Effective negotiation skills.	**DESIRABLE**	Application/Interview

EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Demonstratable, extensive post qualification experience of development management work.	**DESIRABLE**	Application/Interview
Experience of preparing written reports and appeal statements relating to planning applications.	**ESSENTIAL**	Application/Interview
Experience of dealing directly with applicants and agents and other members of the public both face to face in person and via other method of communication.	**ESSENTIAL**	Application/Interview
Experience of planning enforcement work.	**DESIRABLE**	Application/Interview
Experience of dealing with Councillors both face to face in person and via other methods of communication.	**DESIRABLE**	Application/Interview

Experience/ understanding of Local Authority functions, operation and responsibilities.	**DESIRABLE**	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	**ESSENTIAL**	Application/Interview
Regular and Reliable Service	**ESSENTIAL**	Application/Interview
Demonstrate behaviours that support our values	**ESSENTIAL**	Application/Interview
Valid Driving Licence or other acceptable means of mobility.	**ESSENTIAL**	Application/Interview
Flexibility to work occasionally out of normal working hours.	**ESSENTIAL**	Application/Interview
Ability and willingness to undertake relevant staff development and maintain professional standards and expertise.	**DESIRABLE**	Application/Interview

Our Values are key to delivering our vision, plans and strategies.
All Behaviours listed are essential to the post.

			
Professional	**Innovative**	**Collaborative**	**Customer focused**
In being professional we…	In being innovative we…	In being collaborative we…	In being customer focused we…
• Have pride in how we represent the council • Treat people with respect and consideration • Are conscientious and carry out our work to a high standard • Carry out our work activities in an honest and ethical manner	• Proactively embrace change and learn from our mistakes • Challenge and constructively question existing processes • Make best use of our resources to provide excellent services • Encourage creative thinking with colleagues and peers	• Communicate effectively with colleagues and stakeholders • Develop productive relationships and achieve the best results • Recognise and embrace the knowledge and skills of others. • Embrace the concept of one team one council and all work together	• Strive to provide excellent services • Understand our customers' needs and consider things from their perspective • Effectively communicate and manage expectations • Actively seek ways to maximise customer satisfaction

Special Conditions:

(e.g. Weekend work, shift allowance, car/mileage allowance)

- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.

Prepared by: Karl Glover	**Date:** November 2026

Post Holder Signature:	**Date:**

The Equality Act 2010 - Where appropriate, the duties may be reviewed where an applicant has a disability within the definition of the Act, or an existing employee becomes unable to carry out the full range of duties due to a disability