

# JOB DESCRIPTION

**Department: Economic Growth & Housing - Planning Services**

**Location: Magdalen House**

**Section: Development Management Post No: POST019047**

**Post: Senior Planning Officer**

**Grade: I**

**Responsible to:** Team Leader – Development Management

**Responsible for:** Planning Officer, Enforcement Officer, Planning Assistant

# Job Purpose

1. To manage a wide ranging and complex Development Management workload
2. To deputise for the Team Leader as may be required
3. To contribute to the the effective and efficient operation of the Planning Service, ensuring appropriate legislation and policy guidance is taken into account in any recommendations and decision making.
4. To undertake responsibilities in a professional and flexible manner with a focus on customer care and value for money.

# Main Duties

1. Deputise for and support the Team Leader in managing/supervising the work of officers within the development management service.
2. Determine planning applications, agree details, authorise enforcement action and S215 action and other functions delegated to the Head of Planning Services in the Council’s scheme of delegation in a manner to ensure robust and timely decisions are made.
3. Implement the statutory Development Management functions in terms of assessing planning and other applications, preparing reports and recommendations, preparing appeal statements and giving evidence to PLI/Hearings, giving pre-applications and general advice, responding to complaints, breaches of planning control and general enforcement /compliance matters.
4. Assist with the preparation and implementation of policies and programmes to guide the development of key areas and sites as part of the Council’s Regeneration Strategies, including supplementary planning guidance, development briefs and practice notes etc.
5. Provide guidance, direction and training to staff on all planning and enforcement matters.
6. Provide a Development Management input into major projects and programmes.
7. Contribute to reviewing effects of existing policy and practice on development proposals and support preparation of Development Management policies.
8. Represent the Service including at Committees, inter-departmental/other working groups and externally with customers and stakeholders.
9. To work flexibly as a resource for Planning Services responding to changing demands on the Service to ensure service delivery and timeliness and quality decision making.
10. To work effectively within and beyond the service demonstrating the highest standards of customer care.

# Special Conditions

Casual car user’s allowance is available

Postholders will be expected to attend public and other meetings out of normal working hours.

# General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

The postholder will be expected to comply, observe and promote the equal opportunities of the Council.

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The postholder is expected to monitor the effectiveness of the Health and Safety arrangements and systems to promote appropriate improvements where necessary.

# PLANNING SERVICES - PERSON SPECIFICATION SENIOR PLANNING OFFICER

|  |  |  |
| --- | --- | --- |
| **Personal Attributes Required** | **Essential (E)**  **or Desirable (D)** | **Method of**  **Assessment** |
| **Qualifications**  1.Professional Qualifcation in Town Planning or similar 2.Membership or capable of achieving membership of RTPI | E E | AF/C AF/C |
| **Experience**   1. Significant experience of managing a heavy development management caseload of development management (including major and complex applications and appeals), planning legislation and policy. 2. Experience in working effectively, collaboratively and in partnership both within the Council, across agencies, with the private sector and local communities. 3. Experience of working with elected members and senior officers to assist in the delivery of the effective development management | E  E  E | AF/I  AF/I  AF/I |
| **Knowledge/Skills/Abilities** |  |  |
| 1.Knowledge of national policy and statutory procedures relevant to the development management process. | E | AF/I |
| 2.Good written and verbal communication and presentation skills | E  E | AF/I  AF/I |
| 3.Good analytical and numeracy skills |  |  |
|  | E | AF/I |
| 4.Ability to use a variety of computer software for the  preparation of reports, monitoring work and data analysis. |  |  |
|  | E | AF/I |
| 5.Positive attitude to career professional development and service delivery. |  |  |
| **Special Conditions**   1. casual car user allowance 2. out of hours work |  |  |

KEY: AF = Application Form**,** I = Interview**,** C = Certificate**,** T **=**Test