

Job Description

Job Title:	Senior Planning Officer
Service:	Development Management
Post No:	TBC
Grade:	30 (SCP 29 - 31)
Responsible to:	Principal Planning Officer

Purpose of the Role

To assist in the provision of the Development Management Service of the Council.

Key Duties and Responsibilities

Case Manager undertaking examination and assessment of a range of applications submitted to the Local Planning Authority and related planning issues with reference to Development Plan Policies and other material considerations. Negotiations to achieve improvements to planning proposals. Drafting of recommendations and Committee reports on planning proposals.

Maintaining accurate and reliable information in relation to case work, including computer and photographic records (where necessary).

Providing an excellent customer service by advising applicants/agents during the processing of planning proposals and giving pre-application advice on planning issues and policies.

To supervise and support the day to day duties of Planning Officers, including the allocation of case work.

Acting as 'Duty Officer' on a rota basis.

Attendance as required by the Business Manager – Strategic Planning at Committee meetings, Site Inspection Parties and other similar meetings involving Councillors.

Preparing appeal statements and giving evidence at Informal Hearings and Public Inquiries.

Carrying out investigations, including site inspections, to ensure compliance with planning conditions, pursuance of complaints to Planning Services on planning related matters and liaising with and advising the enforcement team about breaches of planning control.

Signing of decisions in accordance with the Delegation Scheme for Determining Planning Applications and related Planning Matters

Such other duties, including project work to improve the Service, as occasionally required commensurate with the grade and responsibility of the post.

Key Success and Behavioural Factors

Senior Planning Officers demonstrate best practice and drive professional innovation and change through thoroughly considering the implications of decisions. They seek opportunities for self-development and keep themselves up to date with professional knowledge and skills. They are conscientious and take responsibility for their work. They support other team members and strive for continual improvement in all areas of service delivery.

Person Specification Summary

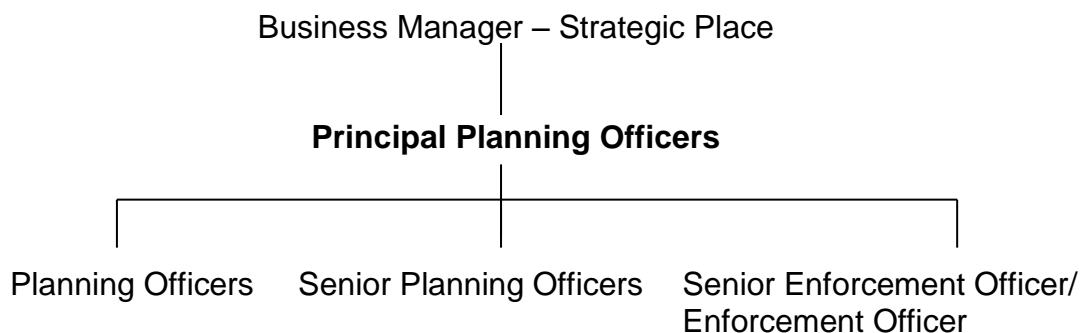
The Job Description document is designed for guidance only as is not exhaustive and is subject to change, as per the needs of the organisation.

	Essential	Desirable
Qualifications	<p>Relevant degree/diploma in Town and Country Planning.</p> <p>Corporate Membership of the Royal Town Planning Institute.</p>	
Experience	<p>Post qualification experience in Local Authority Development Management.</p> <p>Experience of dealing with major planning applications.</p>	<p>Supervisory experience</p> <p>Experience of representing a local planning authority at an Informal Hearing / Public Inquiry.</p>
Skills and Abilities	<p>Presentation and report writing skills.</p> <p>Good verbal and written communication skills and negotiation skills.</p> <p>Well organised - able to deal with a large/complex case-load within defined time-scales.</p> <p>IT literate and ability to use computer packages.</p> <p>The ability to visit sites around the district and carry out site inspections.</p>	

	<p>An ability to understand plans and scale drawings.</p> <p>The ability to work alone and to make judgements and interpretations of planning and related legislation.</p>	
Knowledge	Thorough knowledge of Town and Country Planning legislation.	Knowledge of data protection principles and equality/diversity principles.
Aptitude	<p>Adaptable and a quick learner with a positive attitude to change.</p> <p>Problem solving and creative thinking skills.</p> <p>Enthusiasm and the motivation to be successful, detail conscious and helpful.</p>	

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Organisation Chart



Scope for Impact

We are a public face to the Council. Good customer services are important for the good image and reputation of the Council. The provision of a professionally run centre will benefit the customers who use the facilities. The post-holder will be working within a unit to ensure high standards of service to all customers.

The post has a major impact on the built environment of the District and on relationships between the Council and the public.

Contacts

The post-holder will have contact with the following:

- a) Councillors
- b) Parish and Town Councils
- c) Members of the public
- d) Developers, architects and other agents
- e) Other Council employees
- f) Government and other agencies

Special Notes and Conditions

This post currently carries an essential user car allowance

This post is for full time maternity cover