



ROLE PROFILE

Role Title:	Senior Planning Officer (Development Management)
Service:	Planning & Regulatory Services
Team:	Planning Services
Directorate:	Planning, Economy, Wellbeing and Leisure
Accountable to:	Principal Planning Officer
Grade:	PO2
Car Category:	Essential
Work Style:	Mobile Office Based Worker

Purpose of role

- **To assist in the efficient and effective day-to-day running of the Council's Development Management Service.**
- **To contribute to providing a high-quality Development Management Service to the borough.**

Key Objectives

This is a generic list of Key Objectives for the post. The post holder's core tasks will vary depending on which service area they are located.

1.	Assist the Development Control Manager in providing an efficient and effective development management, heritage, and environment service under the supervision of a Principal Planning Officer.
2.	Appraise, process, and make recommendations on all types of planning applications, including major applications, and provide advice on general and pre-application enquiries.
3.	Support the Principal Planning Officers in the ongoing training, development, and mentoring of Planning Officers.



4.	Assist the Principal Planning Officers in the enforcement of planning control when required.
5.	Assist the Principal Planning Officers in processing and authorizing decisions on householder planning applications, certificates of lawfulness, prior approvals, advertisements, listed building consents, and pre-application enquiries related to such proposals.
6.	Prepare and present the Council's case (including appearing as an expert witness) in respect of planning appeals
7.	Attend meetings, liaise effectively, and represent the Council at a senior level in negotiations with other Council Services, public sector and partner organizations, businesses, developers, landowners, and voluntary and community bodies as necessary, in respect of planning matters.
8.	Provide input into the preparation, development, and implementation of planning projects and programmes of work, including input as required to the progression of the Council's Local Plan.
9.	Manage appointed consultants to ensure delivery of commissioned work in accordance with set deadlines.
10.	Attend and represent the Service at Council, Planning Committee, and public meetings, as required.



Scope

The role will primarily involve working within the Development Management team as part of Planning Services to oversee the effective management and control of development within the borough. The Senior Planning Officer will engage with Elected Members, businesses, landowners, developers, and the public, ensuring effective communication and collaboration.

Work Profile

1. Strategy

The post holder will contribute to the Council's planning, heritage, and environment strategies and plans. They will also contribute to the service plan for the Planning Services.

2. Performance

The post holder will provide a high-quality and professional Development Management service on behalf of the Council, ensuring the timely and effective processing of planning applications and related development matters.

3. Service Quality

The post holder will provide a high-quality and professional planning, heritage, and environment service on behalf of the Council. They will contribute to the development of and monitor appropriate service improvement performance indicators to ensure a continued drive for high standards. They will develop and support the implementation of excellent standards in terms of service delivery performance and professionalism.

4. Resource Management

The post holder does not have direct line management responsibility for any other posts within the organization, nor any budgetary responsibilities. The post holder will ensure the appropriate use of vehicles, equipment, and personal protective equipment provided to the individual in order to undertake their role.

5. Supervision and Management

The post holder does not have any direct supervision or management responsibilities. However, they are expected to support senior colleagues in mentoring and supporting the development of other junior staff.



6. **Culture**

The post holder will support the development of a positive organizational culture that is outward-looking, evidence-based, and customer-focused. The post holder will promote equality of opportunity in the delivery of the duties of the role.

7. **Communications**

The post holder will closely liaise with other services and partners as appropriate, to ensure that the Council is able to respond effectively and efficiently to customers. They will promote the service through demonstrable commitment to high quality and excellent standards. They will provide progress reports at agreed intervals to the Principal Planning Officer, Development Control Manager, Planning Services Manager, and Assistant Director of Planning and Regulatory Services as appropriate, detailing progress, risks to success, and next steps.

8. **Main Contacts Associated with Principal Duties**

The post holder will be in regular contact with their managers, members of their team, the Customer Experience team, partner agencies, Elected Members, and members of the public, in order to provide advice and undertake the functions of Planning Services, with a primary focus on Development Management and related planning issues.

9. **Commitment**

The Council's normal working week for the purposes of calculation of premium rates and enhancements is Monday to Friday, 7 am to 7 pm. The Council operates a standard working week of 36 hours.

10. **Risk Management**

The post holder will be responsible for clearly identifying risks relating to cases they are advising on and where possible or reasonable, to provide recommendations for mitigating action. They may be asked to lead on implementing the actions required to manage the risk effectively.

11. **Working Conditions**

The post holder will often be in contact with members of the public and handle cases that require sensitivity, confidentiality, and discretion. They may also be in receipt of sensitive data and information and will be expected to fully comply with legal requirements and Council policy in handling this information. The post holder's meetings with the public and other parties will often be on a one-to-one basis and involve a significant amount of lone site visits.



12. **Equal Opportunities**

The Council is committed to achieving equality of opportunity both in the delivery of services to the community and in its employment arrangements. We expect all employees to understand and promote our policies in their work.

13. **Customer Focus**

The post holder is expected to meet the Council's Standards of Customer Care at all times. They are to champion Customer Excellence and service improvements to enhance the customer experience.

14. **Core Tasks**

The post holder will be expected to undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

15. **Health & Safety**

All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.

16. **Legislation**

To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures.

17. **Training & Development**

To comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

18. **I.T.**

The post holder is expected to comply with the Council's policies and practices relating to the use of I.T. and equipment.

19. **Creativity**

The post holder is expected to generate appropriate ideas relating to their work area and in the carrying out of their duties. They will be expected as appropriate to refer to the Principal Planner and/or Development Control Manager routinely and certainly prior to implementing key changes to working practices.



20. **Work Context**

This post will work primarily with the Development Management Service in respect of planning applications, development control, and related planning matters.

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

21. **Physical Demands**

It is not anticipated that there would be any physical demands of the job over and above those expected for off-site visits and office-based work.



PERSON SPECIFICATION

In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified

PERSON SPECIFICATION	Examples specific to role	Required		Method of Assessment Application(A) Interview (I), Testing (T), Reference (R)
		Essential	Desirable	
SKILLS AND KNOWLEDGE Technical knowledge and qualifications	RTPI recognised degree or equivalent in Town Planning	X		A
	Corporate member of RTPI		X	A
	Evidence of continuing professional development	X		A
	Previous experience in relevant planning work (private or public)	X		A
	Experience of appearing as a planning witness in public inquiries/informal hearings		X	A, I
	A good knowledge and understanding of Planning and Listed Building legislation and procedures	X		A, I
	Political understanding & sensitivity	X		A, I
	Knowledge of the development management and local plan making process	X		A, I
	Able to read and interpret maps and plans	X		A, I
	Knowledge of GIS mapping and Planning back office systems	X		A, I
Good general IT skills	X		A, I	



Planning and organising work	Ability to work to tight deadlines on a wide variety of tasks with minimal supervision	X		A, I
	Methodical and well organised, with a commitment to providing a quality service and attention to detail	X		A, I
Planning capacity and resources	Delivery of results under pressure	X		A, I
Influencing and interpersonal skills	Able to engage with colleagues, elected members and members of the public effectively to ensure that issues/queries are prioritised and resolved.	X		A, I
	Skilled in verbal and written communication with an ability to collect, verify and analyse information and produce well written reports.	X		A, I,
PROBLEM-SOLVING Using initiative to overcome problems	Ability to identify and support the implementation of solutions to issues and be a champion of change.	X		A, I
Managing risk	Ability to identify mitigating measures that may be implemented to minimise risk	X		A, I
Managing change	Ability to promote change in a positive manner to others	X		A, I
	Able to use performance measures to effectively track and monitor service performance	X		A, I
ACCOUNTABILITY and RESPONSIBILITY Undertakes tasks without supervision	Ability to work independently and take ownership of key responsibilities of the post	X		A, I



Other	Commitment to Equality	X		A, I
	Commitment to Health & Safety	X		A, I
	Satisfactory Baseline Personnel Security Standard Check	X		Document Checks (includes Basic DBS)
	The ability to fulfil all spoken aspects of the role with confidence through the medium of English language. This includes the ability to converse with ease with customers and colleagues and provide advice in accurate spoken English	X		I
	Access to own transport i.e. car/ motorcycle and relevant current full driving licence, or equivalent mobility.	X		A, I
	Ability to work occasionally in the evening or at weekends	X		A, I

COMPETENCIES REQUIRED – All post holders must be able to comply with the Council’s Expected Behavioural Standards which include:

- **Putting customers first;**
- **Being positive and adaptable;**
- **Taking responsibility and achieving results;**
- **Working together;**
- **We do what we say we will do when we say we will do it.**

In addition, for those posts with management responsibilities the Expected Behavioural Standards will include:

- **Service delivery and change management;**
- **Financial and resource management;**
- **Leading, motivating and developing.**

Other information

- able to travel to meet service delivery requirements
- available to undertake work outside of normal working hours

Signed Line Manager	Signed Head of Service	
Print Line Manager	Print Head of Service	Date
STEVE FAULKNER	PAUL CHARLSON	12 Nov 2024

