



WEST LANCASHIRE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	Development and Regeneration Services
Service:	Development Management
Job Title:	Senior Planning Officer
Grade:	PO1
Designated Line Manager:	Principal Planning Officer
Directly Responsible for:	N/A
Car Categorisation of Post:	Essential

Purpose of Job:

To assist in the efficient and effective day to day running of the Council's planning control service.

Core tasks:

1. Working under the supervision of a Principal Planning Officer to assist the Head of Development Management in providing an efficient and effective development management service.
2. To process applications and general enquiries submitted in respect of development management.
3. To prepare and present the Council's case (including appearing as expert witness) in respect of planning appeals.
4. To assist in the enforcement of planning control.
5. To provide professional assistance within the Planning Policy and Implementation team and Heritage team as and when required.
6. To represent the Council in negotiations at Senior level with developers, the public and external agencies.

Customer Care: To meet the Council's Standards of Customer Care at all times.

Core Tasks: To undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

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

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.

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

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

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.

Prepared by:	Catherine Thomas	Date:	August 2014
Approved by:	J Harrison	Date:	August 2014