



ROLE PROFILE

Role Title:	Planning Officer
Service:	Growth & Development Services, Development Management, Heritage and Environment
Directorate:	Place and Community
Accountable to:	Principal Planning Officer
Grade:	Scale 6 Bar SO1 (Career grade post)
Car Category:	Essential
Work Style:	Mobile Office Based Worker

Purpose of role

- To assist in the efficient and effective day to day delivery of the Council's planning functions within the Development Management, Heritage and Environment service and/or the Strategic Planning, Regeneration and Implementation service
- The Council seeks to ensure workforce flexibility within the planning service and as a result planning officers may be posted within either of the above service areas depending on workload pressure
- To contribute to providing a high quality planning, regeneration, heritage and environment 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.

The generic list of objectives will be required in both the Scale 6 and SO1 level posts. However, the complexity of the tasks will rise for SO1 post holders that are qualified in a RTP1 recognised degree in Town and Country Planning.



Post holders will be appointed at the appropriate grade level, dependent upon qualification and expertise.

It will be possible for a non-professional qualified post holder to progress beyond the bar on to the SO1, upon achieving an RTPI recognised degree in Town and Country Planning, whilst in post, through normal incremental progression.

1	To appraise, process and make recommendations on minor and householder planning and conservation applications and to provide advice on general and pre-application enquiries submitted in respect of proposed development.
2	To correspond with and represent the Council in meetings/negotiations with applicants, their professional advisers and the general public
3	To assist in investigations into breaches of planning control.
4	To be responsible for gathering the evidence base for the Local Plan including writing briefs for and managing consultants where necessary.
5	To assist in the preparation of the Local Plan and other planning policy documents and other projects and strategies.
6	To be responsible for the implementation of Local Plan, other planning policy documents and other projects and strategies
7	To contribute to, and where necessary take the lead role in, the work of the service on community engagement and public consultation, including managing the appropriate computer software
8	To provide support to the Research & S106/CIL Officer in preparing the Annual Monitoring Report and in administrating the Community Infrastructure Levy
9	To provide support to the Research & S106/CIL Officer in preparing the Annual Monitoring Report and in administrating the Community Infrastructure Levy



10	To carry out assessments of the impact of development on heritage assets
11	To contribute to the development and implementation of the Council's Economic Development and Town Centre Strategies and associated marketing initiatives and event organisation.



Scope

This post will work primarily with the Development, Heritage and Environmental Management and Strategic Planning, Regeneration and Implementation teams in respect of planning, regeneration and heritage matters. They will have contact with Elected Members, businesses, landowners and the public in the exercising of the role.

Work Profile

1. Strategy

The post holder will have a contributory role in terms of the Council's strategic planning, development, heritage and regeneration strategies and plans. They will also contribute to the service plan for the Development, Heritage and Environment service and/or the Strategic Planning, Regeneration and Implementation service.

2. Performance

The post holder will ensure that relevant performance targets are met in respect of undertaking their role.

They will recognise, communicate and mitigate any risks to the delivery of high performance standards.

They are accountable to a Principal Planning Officer for the delivery of their own personal objectives.

3. Service Quality

The post holder will provide a high quality and professional planning, regeneration and heritage 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 organisation, 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 supervision or management responsibilities.

6. Culture

The post holder will support the development of a positive organisational 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 a high quality, excellent standards.

They will provide progress reports at agreed intervals, to the Principal Planning Officer, Development, Heritage and Environment Manager and/or Strategic Planning, Regeneration and Implementation Manager, Head of Service, and Corporate Director 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 manager, members of their team, and partner agencies and members of the public, in order to provide advice and undertake the functions undertaken by the Development



Management, Heritage and Environment team and the Strategic Planning, Regeneration and Implementation team.

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 that they are advising on and where possible or reasonable, to provide recommendations for mitigating action. They may be asked to support 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 cases that are difficult and require sensitivity, confidentiality and discretion. They may also be in receipt of sensitive data and information in the course of carrying out their duties and will be expected to fully comply with legal requirements and Council policy, in the handling of this.

The post holders meetings with the public and other parties will often be on a 1:1 basis and the post involves 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 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. To champion Customer Excellence and service improvements that are needed 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 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, Development, Heritage and Environment Manager and/or Strategic Planning, Regeneration and Implementation Manager routinely and certainly prior to implementing any changes to working practices.

20. Decisions and Consequences

Depending upon the Service area in which the post holder is located they will either;

Appraise, process and make recommendations on minor and householder planning and conservation applications and pre-application enquiries for consideration by the Principal Planner and/ or Development, Heritage and Environment Manager; or

Assist in the preparation of the Local Plan and other planning and regeneration policy documents, where appropriate take the lead in community engagement and public consultation exercises and assist in the



implementation of the Councils planning and regeneration policies and infrastructure projects.

In either situation, the post holder will need to exercise diplomacy, sensitivity and discretion to avoid reputational damage to the Council, or breaches of confidential data.

21. Work Context

This post will work with the Development, Heritage and Environmental Management and/or the Strategic Planning, Regeneration and Implementation teams in respect of planning, regeneration and conservation matters. They will have some contact with Elected Members, businesses and the public in the exercising of the role.

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.

22. 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 (Scale 6)

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	Educated to degree level (or equivalent qualification) in a relevant subject	X		A
Technical knowledge and qualifications	Experience in relevant planning work (private or public sector)		X	A, I
	Experience in the processing and/or submission of planning applications and/or preparing planning policy documents		X	A, I
	Experience of working in a Local Authority Planning Department		X	A, I
	Experience of conducting Conservation Area Appraisals and/ or assessing the impact of development on heritage assets		X	A, I
	Knowledge and understanding of Government guidance and Planning legislation		X	A, I
	Evidence of effective negotiation with other professionals and/or members of the public		X	A, I
	Knowledge of GIS mapping and Planning back office systems		X	A, I
	Able to read and interpret maps and plans	X		A, I
	Good general IT skills	X		A, I



Planning and organising work	Ability to work to performance targets and 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 effectively 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

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



PERSON SPECIFICATION (SO1)

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 in Town and Country Planning	X		A
	RTPI membership		X	A, I
	Experience in relevant planning work (private or public sector)		X	A, I
	Experience in the processing and/or submission of planning applications and/or preparing planning policy documents		X	A, I
	Experience of working in a Local Authority Planning Department		X	A, I
	Experience of conducting Conservation Area Appraisals and/ or assessing the impact of development on heritage assets		X	A, I
	Knowledge and understanding of Government guidance and Planning legislation		X	A, I
	Evidence of effective negotiation with other professionals and/or members of the public		X	A, I
	Knowledge of GIS mapping and Planning back office systems	X		A, I
	Able to read and interpret maps and plans	X		A, I



	Good general IT skills	X		A, I
Planning and organising work	Ability to work to performance targets and 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 effectively 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)
	Access to own transport i.e. car / motorcycle and relevant current full driving licence, or equivalent mobility	X		
	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		A, I 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;
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In addition, for those posts with management responsibilities the Expected Behavioural Standards will include:

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- Financial and resource management;
- Leading, motivating and developing.

Other information

- able to travel to meet service delivery requirements
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Signed Line Manager	Signed Head of Service	
Print Line Manager	Print Head of Service	Date