(National Agreement)



### JOB DESCRIPTION

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**Post Title**: Senior Planning Officer

**Scale**: Grade H (SCP 30-34)

**Post No**: DDM117

**Service**: Development

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**Responsible to**: Development Lead

**Responsible for**: N/A

**Key Relationships**: Planning Case Officers, Planning Support Team, Development Manager, Business Improvement Manager, Customer Contact Centre, Customers, Legal Services, Ward Members, Parish Councils, Head of Development

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| **Job Purpose**: To provide a high quality service to customers on a wide range of planning matters and making recommendations on planning applications (of any complexity), discharge of conditions, lawful development certificates, listed building consent and advertisement control applications. |

**Main Duties and Responsibilities**

1. Managing personal workload to deliver high quality work within agreed timescales to ensure high performance standards for the service and minimising complaints
2. Consistently delivering well written, accurate and policy compliant reports for planning applications, discharge of conditions, lawful development certificates, listed building consent, advertisement control applications and other complex cases. This will include assessing proposals and visiting sites, negotiating with developers, liaising with consultees and Members and formulating recommendations for decision.
3. Presentation of applications to Planning Committee and providing clear and accurate planning advice to elected members
4. Providing effective and meaningful pre-application advice to customers seeking planning permission and liaising with consultees where appropriate
5. Providing general planning advice to customers relating to Permitted Development, the planning application process and queries about development.
6. Engage actively with all members of the local community, voluntary sector, business and specialist groups using appropriate techniques
7. Writing planning appeal questionnaires and statements and representing the Council at Informal Hearings and acting as an expert witness at Public Inquiries.
8. Mentoring Planning Assistants, providing support to the Development Leads.
9. In the absence of the Development Lead, co-ordinate workflow to ensure service delivery is maintained.
10. Liaison with consultees to progress applications, including instructing Legal Services, and where appropriate negotiating with applicants and their agents, on the content of agreements / unilateral undertakings under s106 of the Town and Country Planning Act 1990.

1. Post-application guidance and support to applicants, agents and neighbours on developments.
2. Validating applications, meeting local and national validation requirements.
3. Personal development, undertaking any training that is appropriate to the role and development of the service.

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| Any other duties commensurate with the grade of the post, subject to any reasonable adjustments under the Equality Act 2010. |
| Postholders must comply with the Council’s Equal Opportunities and Health and Safety Policies. |
| For postholders at Grade H or equivalent or above to develop, support and promote principles of sustainability both in service delivery and in the workplace. |
| For postholders equivalent to Grade H or equivalent or above to manage risks (strategic and/or operational) as identified in appropriate service plans and assigned within the Employee Review process. |
| For postholders in a public facing role, an ability to fulfil all spoken aspects of the role with confidence through the medium of English. |
| **Safeguarding and Prevention Duties**  The Council has a moral and legal obligation to ensure a duty of care for children and adults across its services and is committed to promoting a culture which safeguards, promotes wellbeing and protects children and adults at risk.  Employees are expected to carry out their role and responsibilities with due regard to the safeguarding and protection of children and vulnerable adults, including preventing people from becoming drawn into terrorism. The Council is committed to ensuring that all employees are supported in respect of their safeguarding and prevent duties, including being able to access training and support appropriate to the position they hold. |

##### Special Conditions

(if applicable):

##### General

1 The above duties do not include or define all tasks which the postholder may be required to carry out.

2 To be responsible for health, safety and welfare of the staff under your control.

3 To regularly communicate with your staff on developments within the organisation and how this affects their role, and to encourage feedback and staff involvement.

4 To be responsible for the health, safety and welfare of yourself and employees you are working with.

5 To serve at any of the Council's places of employment in any post of a similar nature and responsibility, if required.

6 The above duties may involve having access to information of a confidential nature which may be covered by legislation, be commercially sensitive or relate to client information. In such circumstances confidentiality must be maintained at all times.

7 Senior and Operational Managers are responsible for the identification, prioritisation and management of business risks relating to their service, in accordance with the Council’s Risk Management Strategy.

The above Job Description is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This Job Description will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.

**AGREED BY**

**POSTHOLDER: Signed**

**Dated**

**AGREED BY**

**LINE MANAGER: Signed**

**Dated**

**HEAD OF HUMAN RESOURCES: Signed**

**Dated**