



Job Description

Post Title:	Planning Officer
Service:	Planning
Grade:	F
Responsible To:	Deputy Development Managers or Planning Policy Manager

Job Summary: To assist in the assessment and determination of planning and related applications and appeals; undertaking pre-application discussions; dealing with enforcement issues and assisting in planning policy formation. As operationally required, to assist in the preparation of reports and presentations to Planning Committee.

Main Activities:

1. To assess (including undertaking site visits) and to prepare reports and recommendations on planning proposals of the types of development set out in the "Progression Criteria" table for consideration by Planning Committee or to be determined under delegated powers, ensuring work is accurate and completed in accordance with set deadlines.
2. To undertake pre-application discussions, ensuring work and responses are accurate and completed in accordance with set deadlines.
3. In relation to planning policy formation, to analyse information and data; to prepare reports and briefing notes; to assist Senior and Principal Planning Officers with the preparation of reports, studies and statements; to draft planning policies.
4. To liaise with Borough Council Services in relation to planning proposals and to develop planning policy and other cross-cutting strategies; to achieve multi-disciplinary action.
5. To liaise, negotiate and correspond, as appropriate, with Members, applicants, members of outside firms and organisations (including other Authorities and Statutory Undertakers), including Government Departments and the general public, on planning issues, in order to ensure compliance with Council objectives and policy.
6. To contribute to the enforcement of planning controls including carrying out investigations (particularly monitoring of planning conditions and breaches of approved plans) and preparing and presenting reports on contraventions.
7. To write statements for submission to the Planning Inspectorate in connection with planning appeals and planning policy Examinations; to assist Senior and Principal Planning Officers at Examination; to undertake appeal site visits.
8. As operationally required, to assist (including through administrative and technical work) with the preparation of reports and presentations to Planning Committee.
9. To assist the Head of Planning Services in maintaining good internal and external relations and ensuring that the Planning Service demonstrates care and respect for its customers and a responsiveness to their needs.

10. To respond to requests made under the Freedom of Information and Environmental Information Regulations legislation.
11. To undertake such other duties as may reasonably be required by the Head Planning Services and the Director of Planning and Development.
12. To be aware of and exercise personal and corporate responsibilities under the Health and Safety at Work Act and other related matters.

NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with Service needs, some tasks may need to change and any changes will be made in consultation with the postholder.