

JOB DESCRIPTION

JOB TITLE	Senior Planning Officer
GRADE	PO6
REPORTING TO	Development Management Manager
JD REF	REG0109P(A)

PURPOSE

Dealing with all matters in respect of Development Management, including complex planning (and related) applications. This will also involve relevant matters at preapplication and post-application stages of the planning process, planning appeals and planning enforcement.

MAIN DUTIES AND RESPONSIBILITIES

1. Process and determine a caseload of all aspects of planning related applications, appeals, discharge of conditions and all other post-decision matters; undertaking all necessary site inspections; preparing reports and recommendations for applications.
2. Advise on the need for planning permission and provide pre-application planning advice.
3. Prepare evidence and written statements in respect of any Planning Appeals and represent the Council as planning witness at Hearings and Inquiries as may be required.
4. Investigate all complaints regarding alleged breaches of planning control, including those in relation to trees and Listed Buildings; undertaking all necessary associated tasks to reach a resolution to the case.
5. Presenting reports at Planning Committee where required by and in support of the Chief Officer and/or Development Management Manager, and if appropriate, other Committees.
6. Assist and provide guidance to junior staff including work allocation as may be requested by the Principal Planning Team Leaders and/or the Development Management Manager.
7. Provide guidance and advice to other Council services/officers on all aspects of planning related applications and enforcement matters.
8. Research, interpret, review and advise on the implementation of new and existing legislation, Government guidance and initiatives. This will be across a wide range of planning related issues to ensure compliance with statutory and other obligations and to recommend appropriate alterations to process, policy and standards as may be required.
9. Assist in developing and delivering policy and processes to improve working practices and the delivery of the service.

10. Liaise with other Council services and other bodies, including statutory and non-statutory consultees and other external agencies, on relevant issues.
11. Authorise decisions on planning applications and related matters from Junior members of staff.

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications:

- Educated to Degree level in Planning or a closely related relevant qualification.
- Evidence of continuous professional development related to one or more aspects of development management and/or planning enforcement.
- Full Membership of the Institute of Royal Town Planning Institute (RTPI) or eligible for Full Membership.

Knowledge & Skills:

- Knowledge of the relevant law, Government guidance, policies and practice relating to planning.
- Excellent communication skills, including the ability to articulate information; to present clear, accurate and concise reports to a wide range of audiences.
- Ability to work effectively with individuals, teams, customers, partners and staff, understanding the functions and needs of the service and the organisation as a whole.
- Focus on customer satisfaction and deliver a quality service.

Experience:

- Experience of dealing with a wide variety of planning applications including the carrying out of investigations and achieving resolution through negotiation.
- Experience of negotiating S106 agreements.
- Experience of working with a range of stakeholders and negotiating solutions to complex cases and issues.
- Experience of presenting cases to planning committee and writing complex planning reports with clear well-reasoned recommendations.

DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications:

- Additional qualification or membership of organisations that complement the Planning function.

Knowledge & Skills:

- I.T. literate, ability to use MS Office and ability to become competent at using other software applications relevant to the role.
- Knowledge of democratic process and appreciation of the role of Elected Members.



- Ability to influence and negotiate at all levels within the organisation and with external agencies or bodies.

Experience:

- Experience in dealing with large regeneration projects and managing complex planning applications.
- Experience of public inquiries and hearings

ADDITIONAL INFORMATION

The postholder must be able to travel across the borough

Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

DATE OF APPROVAL: 2 NOVEMBER 2021

APPROVED BY: KATH LAWLESS – AD CHIEF PLANNER

