



Job Description for grades A-F posts

Job Title:	Planning Officer
Post No:	CBC/
Grade:	D - F
Division:	Place and Economic Development
Location:	Municipal Offices
Responsible to:	Development Manager (applications)
Responsible for:	N/A

Part A: Job purpose

The post of is one of five Planning Officer posts within a wider applications team reporting to the Development Manager (applications). The post holder will support the Team Leader and Director of Planning in terms of the areas of activity listed within Part C.

This job description operates in conjunction with the council constitution including the scheme of delegations.

Part B: Key result areas

1. Own personal management and development

- a) to be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.
- b) to ensure that the council's equal opportunities policies are followed and actively practice social inclusion within own area of service.
- c) to read and respond to corporate communications and information which is disseminated.
- d) to participate in the council's agreed performance appraisal system.

2. Responsibility for all physical resources and budgets allocated to the unit

- a) no budget responsibility;
- b) ensure all resources (including IT hardware and software) are used safely, legally and efficiently.
- c) to comply with standing orders, financial regulations and all other council policies and systems for ensuring financial probity;

3. Professional / technical

- a) maintain personal professional/technical competence within the service area in part C;

4. Other responsibilities

- a) to ensure personal compliance with the Data Protection Act, Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon, and exists to protect, the corporate health of the organisation, whether relating to personnel management or service delivery.
- b) to comply with all aspects of the corporate health, safety and welfare policy
- c) to carry out any other duties that may be required commensurate with the general level of responsibility for the post.

Part C - Specific Service Areas

The post holder will be required to manage and deliver a case load allocated by the Development Manager. This will require:

- a) Assessment of planning and other applications with reference to current and emerging development plans and Government and other relevant guidance.
- b) Making site inspections relating to applications and proposals.
- c) Undertaking discussions and negotiations with applicants and/or agents and interested parties including members of the public and all consultees.
- d) Providing support to the Development Manager where liaison with Members, Parish Councils and wider stakeholders on development proposals is required.
- e) Providing technical and research capability.
- f) Dealing with correspondence/enquiries on applications, providing where necessary, advice in accordance with current planning law and planning policies.
- g) Preparation of recommendations and written reports on applications decided by Committee and under delegated authority.
- h) Attendance at and presentation of applications to Planning Committee as required by the Development Manager.
- i) Dealing with applications for the discharge of conditions attached to planning permissions and for amendments to schemes.
- j) Preparing the Council's case for planning appeals; including written representation, and; for grades E – F this will include preparing and presenting the Council's case for informal hearings.
- k) Dealing with general enquiries on planning matters by letter, telephone and in person, including participation in the duty officer rota.
- l) Developing and maintaining expertise in current practice and assimilate changes in legislation.
- m) Such other development control duties which may be allocated from time-to-time by the Development Manager.

PERSONNEL SPECIFICATION FORM

Applicants Please Note: You may retain this form for your information.

Group: Built Environment	Division: Place and Economic Development
Job Title: Planning Officer	Grade: D - F
Drawn up by: Tracey Crews	Signature:

CRITERIA	Assessment Code
<p>A. Skills and Abilities (including basic, technical, communication, managerial skills, skills dealing with people, etc.)</p> <ul style="list-style-type: none"> • Ability to work within council policy, procedure and best practice • Ability to carry out research projects logically and thoroughly • Ability to use own initiative in collecting and analysing data and information, including making best use of the Internet and other resources. • Ability to verbally communicate information in a clear and concise way, both with other team members and members of the public via telephone, email and in person • Ability to prepare accurate reports, articles and presentations for use at all levels within the organisation • Ability to use information technology as part of the above process and in particular to demonstrate advanced skills in Microsoft Word and Access. • Ability to organise own workload in a structured way and work towards deadlines; at times under pressure and within restricted timescales. • Ability to work as part of a team and to show tact and diplomacy in undertaking duties. 	<p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>I/T</p> <p>I</p> <p>S/I</p>
<p>B. Knowledge</p> <ul style="list-style-type: none"> • knowledge of the Government's policies on sustainable development • Understanding of local government • Knowledge of information technology and experience of its practical application in the workplace. 	<p>S/I</p> <p>S/I</p> <p>S/I</p>

CRITERIA	Assessment Code
<p>C. Work Related Experience (including voluntary/unpaid work)</p> <ul style="list-style-type: none"> • Working to deadlines and dealing with either external organisations or the public • Use of Information Technology in the working environment • Experience of working as a team member in an office environment 	<p>S/I</p> <p>S/I</p> <p>S/I</p>

D. Qualifications - for which there is a legal/professional requirement <ul style="list-style-type: none"> a qualification in planning or in a related field, or have experience of the development control process 	S/I
E. Circumstances (the office is a non-smoking environment). <ul style="list-style-type: none"> Occasional out of hours working Clean driving licence Flexible approach to working patterns and hours 	S/I S I
F. Desirable Criteria (It is not essential to satisfy these requirements, but they may be used during shortlisting) <ul style="list-style-type: none"> Knowledge of the development management process Knowledge of sustainable development Knowledge of local government processes 	S/I S/I S/I

Criteria Assessment Code Descriptors S - To be assessed at shortlisting for interview. I - To be assessed at interview T - To be assessed by test. (If selected for interview all candidates will be sent further details of this.)
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Verification Statement I confirm that this Personnel Specification has been approved by: Name: Tracey Crews Designation: Head of Planning Signature: Date of Approval: 25.03.2013 This statement must be completed before the form is sent to Human Resources