



# JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

<b>JOB TITLE:</b>	SENIOR PLANNING OFFICER		
<b>GRADE:</b>	GRADE 9 SCPs 30-35	<b>SERVICE AREA:</b>	Development Management
<b>JOB CODE:</b>	REG30SENIG9		
<b>REPORTS TO:</b>	Area Team Leader	<b>LOCATION:</b>	Civic Centre
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>Occasional attendance at Committee and other related public meetings which maybe outside of normal office hours.</li> <li>Casual Car Allowance</li> </ul>		

## 1. Main purpose of the job role:

- To deal with major and other types of planning applications, planning enforcement and related matters
- Play a key role in ensuring the delivery of major and other development projects
- Contribute to the development of plans, policies and procedures suitable to deliver an excellent Development Management Service.

## 2. Role specific duties and accountabilities:

- To deal with a workload of major planning applications , other types of applications, planning enforcement matters and related matters as may be required including site visits, meetings, negotiations, preparation of recommendations, written reports, statements and correspondence as necessary, and to monitor development to ensure compliance with permissions.
- To assist in the preparation of reports to Committee and in accordance with the Council's scheme of delegation to the Head of Planning and Building Control for planning applications, planning briefs and other related matters relating to the implementation of development sites as may be required by management including the Head of Planning and Building Control, the Group Manager or the Area Team Leader.
- To act as a point of contact for developers, agents and other stakeholders in order to help the smooth and speedy delivery of major and other development projects.
- To promote, prepare and advise on detailed policies and proposals to or that may be required by management including the Head of Planning & Building Control, the Group Manager or the Area Team Leader.
- Attendance at the Councils Development Team, advising and negotiating/liasing with developers, their agents, members of the public, statutory undertakers, Councillors, other officers of the Regeneration Directorate or Council, Strategic Regeneration Board and other Agencies, as may be necessary.

- To assist in the maintenance of computerised and other planning records.
- To assist in the preparation of statements and evidence for all types of appeals. To give evidence at public inquiries or other proceedings if required to do so by management including the Head of Planning and Building Control, the Development Management Manager or Team Leader.
- To attend public meetings if required to do so by management including the Head of Planning & Building Control, the Group Manager or the Area Team Leader

### **GENERIC SERVICE DELIVERY ACCOUNTABILITIES (ALL POSTS)**

#### **A. Services**

1. To develop/support and promote a strong customer-focussed performance culture within the service team, ensuring the provision of cost effective, efficient, high quality services to the Council, its members and its departments in line with their identified needs.
2. Ensure services are provided to the highest possible standards within the resources available. To implement effective systems for setting targets, managing performance, reporting systems, identifying and overcoming weaknesses and delivering sustained improvements.
3. To ensure services proactively support internal and external partners in areas of their work which have a relevant dimension. Where applicable, to negotiate service level agreements with client departments/project coordinators/partners to ensure roles and responsibilities are clearly understood and that the outcomes for the postholder's services are achievable. To provide analyses and reports as appropriate.
4. Provide clear, balanced and accurate advice and guidance to the senior management team on issues arising within the postholder's areas of responsibility.
5. To communicate verbally with senior management, councillors, major stakeholders and customers and provide advice and/or information in accurate spoken English

#### **B People**

1. Provide leadership and a strong sense of direction and purpose within the team(s) for which the jobholder is accountable.
2. Manage the selection and deployment of people for whom the jobholder is responsible to maximise their contribution to corporate and team goals.
3. To manage the performance of the service team(s) for which the jobholder is responsible, and to respond and deal with weak/poor performance. To develop appropriate performance indicators as required.
4. To promote the development of a confident learning culture within all service areas for which the jobholder is responsible, including the requirement that all staff have and achieve personal/professional development plans that are integrated with the Service Plan. Manage the personal development scheme/strategy with respect to staff within the postholder's team in accordance with the council's Policies.
5. The postholder is responsible for his/her own self development on a continuous basis and for developing and maintaining a substantial body of up-to-date knowledge of the specialist area and a detailed generalist knowledge across a wide spectrum of related fields, and as such will be expected to undertake suitable development and training.
6. To enhance own performance, working constructively with the line manager to identify personal strengths and agreeing action in relation to development needs.

C	<p><u>Quality</u></p> <ol style="list-style-type: none"> <li>1. To support the development of a culture of continuous quality improvement within the services for which the jobholder is accountable, providing advice and encouragement for the implementation and monitoring of quality and, where necessary, innovative policies, standards and systems.</li> <li>2. To promote the importance and benefits of quality and to lead the continued achievement of quality standards, including Investors in People and other relevant quality accreditations.</li> <li>3. To ensure that output and quality of work is of the highest quality and accords, where appropriate, with current regulations/legislation/Council standards/best practice.</li> <li>4. To promote/lead in the development and implementation of new ways of working and modernised service delivery, including the use of e-working.</li> </ol> <p>D      <u>Resources</u></p> <ol style="list-style-type: none"> <li>1. To negotiate and/or manage the financial resources required to support the Business Plan and to manage service provision within the allocated budget.</li> <li>2. To manage the effective planning, deployment and control of the resources available so as to enable the achievement of agreed targets, objectives and standards. To restructure services as necessary to ensure resources are deployed to optimal effect.</li> <li>3. To maximise opportunities for external funding in so far as these are compatible with agreed Business Plans and corporate objectives.</li> <li>4. To manage and monitor all service budgets as appropriate and ensure probity and stringent financial control is implemented ensuring maximum cost efficiency in all aspects of management and administration.</li> </ol> <p>E      <u>General</u></p> <ol style="list-style-type: none"> <li>1. The postholder must also undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.</li> <li>2. This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.</li> <li>3. The areas for which the jobholder is responsible will be kept under review and may change over time in response to emerging priorities and organisational development.</li> </ol>
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### 3. Corporate duties and accountabilities:

- Contribute to the management of staff and services of the Council in a manner that builds ownership and commitment and promotes a strong performance culture that connects strategies to action, provides accountability and delivers results. To lead projects as required.
- Lead areas of activity and promote effective cross-directorate working so as to deliver integrated solutions that optimise the use of resources and achieve Best Value and continuous improvement.
- Ensure that the services provided are fully compliant with Council strategy, vision, aims, objectives and priorities and play their part in achieving these. This includes compliance with Standing Orders and Financial Regulations. Where applicable, to manage budgets and other resources.
- Develop and promote effective partnerships with government departments, professional bodies and other organisations to promote the Council's interests and build its reputation.

- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE SENIOR PLANNING OFFICER		GRADE G9
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> <i>refer to corporate behaviours document</i>		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
Able to deal with a case load of major planning applications, enforcement and related matters in a speedy, effective and efficient manner. Meeting all statutory and local performance indicators	A/T/I	3
Able to represent the council at, Planning Committee, Public Inquiries, courts, and other public meetings.	A/T/I	3
Able to demonstrate a thorough knowledge of planning legislation	A/T/I	3
Able to assist and prepare reports to a Committee and in accordance with the Councils' scheme of delegation for the determination of planning applications.	A/I	3
Flexible approach to work and flexible team player with the ability to work on own initiative to tight deadlines	A/I	3
Excellent oral and interpersonal skills	I	3
Excellent written communication skills	A/T/I	3
An understanding of customer care initiatives and demonstration of a commitment to them.	A/I	3
An awareness of community empowerment, and value for money / systems thinking initiatives.	A/I	3
Knowledge and understanding of Equal Opportunities principles and practice.	I	3
Excellent IT skills	A/I	2

The ability to communicate verbally with senior management, councillors, major stakeholders and customers and provide advice and/or information in accurate spoken English is essential for the post			I	3
To demonstrate and be responsible for your individual personal development.			A/I	2
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.				
Post qualification experience of dealing with a variety of types and complexities of planning applications, planning enforcement, appeals and associated matters.			A/I	3
Evidence of continuous professional development (where applicable)			A/I	3
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.				
A recognised Masters degree or diploma in Town Planning. To be a member, or working towards membership, of the Royal Town Planning Institute			A	
<b>Other Essential Requirements</b>				
An awareness of, and commitment to, equality of opportunity			I	3
Awareness of, and commitment to, confidentiality and handling data			I	3
<b>Prepared by:</b>	A Ives	<b>Date:</b>	January 2022	