

Planning Officer

Department	Development & Building Control
Pay Grade	CG4 - 6
Responsible to	Applications Team Leader / Major Applications Team Leader

Role Purpose

To process an assigned caseload of planning applications and providing general advice and guidance on planning matters to applicants, Members and the general public.

Role Specific Responsibilities / Accountabilities

- To carry out the processing of all types of development applications and presenting reports to Committee as required.
- To prepare and submit statements for written representation and informal hearing appeals.
- To reply to general correspondence, e-mails and answering telephone queries on planning applications, appeals and general planning matters in accordance with department timescales.
- To attend meetings with Members, applicants and the public as required, providing advice and guidance on applications and all relevant development issues.
- To provide support to the Team Leaders in the preparation of documentation for Development Management Committees.
- To follow the guidelines and principles of the Council's Corporate Sustainability Policy, Environmental Action Programme, Health and Safety documentation, Policies and Codes of Practice.
- To carry out such other duties that may reasonably be required.

Knowledge, Skills and Qualifications

Minimum knowledge, skills and qualifications required to perform this role, relevant experience may be a substitute.

Essential Criteria

- Experience considering and making recommendations on planning applications
- Knowledge of development management
- Able to communicate with a range of people from different backgrounds, including ethnic, social and professional, both verbally and in writing
- Good time management and organisation skills
- Able to work on own initiative as well as part of a team
- Competent IT user, able to learn and use different systems and packages.
- Educated to A Level, or equivalent
- Educated to degree level, or equivalent, in a relevant subject
- Planning Qualification
- Full UK driving licence

Appendix

Generic Employee Responsibilities / Accountabilities

- Contribute to the delivery of the corporate objectives of the Council developing good working relationships to promote the interests and reputation of the Council building a positive image of the organisation.
- Participate in a culture of learning, collaborative working and excellence to build a culture of high performance, which inspires and supports the delivery of the Council's Corporate Plan.
- Ensure that all duties are carried out in compliance with relevant statutory processes, corporate policies and the Council's constitution.
- Proactively seek opportunities to continuously improve ways of working and Council services by evaluating activities to enhance performance.
- Promote equality, diversity, access to services and tackling discrimination both within and outside the Council to ensure there is a clear and consistent focus across the organisation and its partners in delivering an inclusive customer experience to all.
- Generally to comply with the Health and Safety policy and guidance ensuring the required mechanisms are used and to support the promotion of a culture of good health, safety and welfare, especially if nominated or appointed specifically to carry out simple checks at your place of work and log the activity.
- Follow the Council's safeguarding procedures and promote the welfare of children, young people and vulnerable adults across Council services.

- Participate in risk management in service areas and follow required reporting procedures, as appropriate, to minimise risks to the Council's operations.
- Follow and adhere to all Data Protection procedures and processes in accordance with relevant legislation ensuring all personal data of employees, members of the public and clients is used appropriately and retained within guidelines.
- The Returning Officer in this constituency is responsible for the election process. There is an expectation that Council employees will, as reasonably requested to do so, assist the returning officer in election processes.
- In the event of a major incident or disaster you may be required to provide assistance in whatever capacity necessary to provide the necessary organisation, co-ordination and supply of resources to support the local key emergency services.

Generic Employee Behaviours

Our behaviours framework links to our values and identifies the core knowledge, skills, behaviours and attitudes we require from our people to deliver services.

Customer Focus

- Deliver a high standard of customer services
- Develop effective customer relationships
- Improve customer service to meet local needs and aspirations

Achieving Excellence

- Strive to be excellent
- Deliver increasing efficiency / effectiveness
- Use taxpayers' money wisely to deliver the highest quality services to the satisfaction of our customers

Our People

- Work collaboratively together as one team
- Invest in own performance and career and support colleagues
- Work creatively and responsibly