

# Senior Planning Officer

Department	Development & Building Control
Pay Grade	G8
Responsible to	Applications Team Leader / Major Applications Team Leader

## Role Purpose

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To contribute at a senior level to all aspects of development management in the planning service within either the applications team or the major applications team.

To respond to pre-application enquiries and to process, evaluate and make recommendations on planning applications.

To attend Committees, Member and other briefings and represent the Council at appeals, hearings and public inquiries.

To have direct responsibility for mentoring nominated team members, creating opportunities for joint working on planning applications or specific projects identified by the team manager.

## Role Specific Responsibilities / Accountabilities

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- To manage and formulate responses to pre-application enquiries received in writing or as part of the duty officer service to ensure consistency of planning advice from pre-application stage to decision making at application stage.
- To screen planning applications at validation to verify the registration process prior to consultations being undertaken.
- To evaluate, negotiate and make recommendations on planning applications, reserved matters and condition discharge.
- To negotiate legal agreements to secure appropriate infrastructure delivery for development.
- To attend Committees and Member briefings to explain the nature and scope of the application prior to Committee.
- To present at Committee meetings as necessary, to respond to questions raised to ensure that Members and the public have an understanding of the application, the basis of the officer recommendation and the relevant planning policies.

- To represent the Council at appeals, hearings and public inquiries to justify the Council's decision to an independent planning inspector and to seek to ensure that development takes place in accordance with national and local planning policy guidance.
- To mentor nominated Planning Officers within the department and provide opportunities for joint working on planning applications or joint projects identified by the team manager.
- To ensure that Planning Officers receive direct training on more complex planning applications as part of their own professional development whilst providing mentoring experience for Senior Planners.
- To carry out such other duties that may reasonably be required.

## Knowledge, Skills and Qualifications

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

### Essential Criteria

- Experience of complex planning applications
- Good report writing skills
- Able to communicate with a range of people
- Good time management and organisational skills
- Negotiation skills
- Analyse issues and recommend the way forward on a sound basis
- Able to work as part of a team or on own initiative
- Competent IT user, able to learn and use different systems
- Membership (or eligibility for Membership) of the RTPi
- Full UK driving licence

### Desirable Criteria

- Ability to manage major application schemes
- Experience of appeal work
- Experience of pre-application enquiries
- Experience of presenting at committee
- Educated to degree level or equivalent and / or with recognised planning qualification
- Experience of negotiating Section 106 Legal Agreements
- Experience of EIA development
- Experience of Habitats Regulations

### Generic Employee Responsibilities / Accountabilities

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- 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

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**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