

Planning Officer

Department	Strategic Planning
Pay Grade	CG4 - 6
Responsible to	Principal Planning Officer

Role Purpose

To undertake a range of spatial planning work, including research, monitoring and consultation activities, to support the preparation and implementation of the Council's Local Plan and associated documentation.

In addition, the post holder will also provide support to Neighbourhood Planning activities within Horsham District.

Role Specific Responsibilities / Accountabilities

- To assist in the preparation of local plan documents, in accordance with agreed timescales.
- To carry out the necessary liaison with government departments, adjoining authorities, Parish and Neighbourhood Councils, developers and other organisations and to support the work of the Strategic Planning team in responding to Government consultations on changes to planning policies, guidance and legislation.
- To prepare reports for the Council's Senior Leadership Team / Cabinet and relevant Cabinet Members (or Scrutiny) on matters relating to the Horsham District Planning Framework and related planning documents.
- To participate fully in the community involvement exercises, including public meetings and exhibitions, and to attend relevant Council meetings, including Member briefings, public meetings or similar events as required in order to present reports or clarify matters relating to planning policy.
- Prepare appropriate evidence to ensure the preparation of planning policies in the Local Plan and other relevant documents are suitably robust. This includes undertaking any surveys or site assessments or research and monitoring tasks which may be necessary as part of this process, together with supporting the procurement of specialist advice and support.
- To provide planning policy advice on pre-application and planning applications and reserved matters and on major and strategic development proposals.
- To provide support to the Council at local plan examinations, hearings or inquiries to help 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 utilise GIS technology and other relevant formats for the recording, mapping and tabulation / presentation of collated information.
- To assist in co-ordinating the Strategic Planning Teams response to Freedom of Information Act requests.
- To follow the guidelines and principles of the Council's 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

- Knowledge of Strategic Planning.
- Able to consider and advise on Strategic Planning matters.
- Excellent research and writing skills on all levels to enable production of technical documents to public consultation documents.
- Aptitude for progressing development projects and identifying necessary requirements – potential for innovative approach.
- Excellent customer service skills.
- Able to display a high level of ability in letter writing; clear reports; exhibit clear and comprehensible writing style in plain English principles.
- Able to communicate with a range of people from different backgrounds, including ethnic, social and professional, both verbally and in writing.
- Able to identify and analyse issues and make recommendations on the way forward on a sound basis.
- Ability to work as part of a team or on own initiative.
- Good time management and organisational skills.
- Competent IT user - able to learn and use different systems.
- Educated to both GCSE and A Level, or equivalent.
- Educated to degree level, or equivalent, in a relevant subject.
- Planning qualification or equivalent experience.
- Site Assessments, monitoring and research requires occasional site visits. A full driving licence and access to a vehicle is therefore required to be successful in this role.

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, inclusion, 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 all Health and Safety policies 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 people and 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 assist in whatever capacity to provide the necessary organisation, co-ordination and supply of resources to support the local emergency services or other services within the council and relevant partner organisations.

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