
Post Title: PLANNING OFFICER

Post Hours: 37 hours per week

Grade: Scale 4 / SO1

Responsible to: Assistant Director (Planning, Building Control & Regulatory Services)

Responsible for: None

Main contact associated with principal duties:

- Assistant Director (Planning, Building Control & Regulatory Services)
 - Development Management Staff
 - Building Control Staff
 - Planning Policy Staff
 - Conservation and Environmental Improvement Officer
 - Members of the public
 - Developers
 - Officers of other departments
 - Councillors
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Job Purpose:

The processing of a full range of planning applications in accordance with the Council's plans and planning policies and assisting with the enforcement of planning control.

Control of Resources:

None.

Main duties and responsibilities:

1. To prepare reports and recommendations on a full range of planning applications and enforcement matters to the appropriate Council committee.
2. To negotiate with applicants, developers and their agents, in connection with development proposals preparatory to, and subsequently the subject of, planning applications.
3. To deal with development enquires from developers, professional agents and members of the public.
4. To prepare written planning appeal statements in support of the Council's decisions on planning applications and enforcement matters and, where appropriate, appears as a planning authority witness at local appeal hearings.
5. To undertake such other duties as may be assigned and as are commensurate with the grading of the post.

Selection Criteria	Essential Or Desirable	Assessment Method
Qualifications		
1. Possession of/or studying towards a planning qualification giving exemption from the final examination of the Royal Town Planning Institute.	Essential	Application Certification
2. Possession of a degree and demonstrate a commitment to gaining a planning qualification giving exemption from the final examination of the Royal Town Planning Institute.	Essential	Application Certification
Knowledge, skills, abilities and experience		
3. Good verbal communication skills to enable the postholder to deal effectively with applications and members of the public in difficult situations.	Essential	Application Interview
4. The ability to manage a caseload and work to tight deadlines.	Essential	Application Interview
5. Good literacy skills to enable the postholder to prepare reports and written appeal statements.	Essential	Application Interview Test
6. Negotiation skills for dealing with applicants, developers and agents.	Essential	Application Interview
7. Experience in working in a team, and a flexible approach to work.	Essential	Application Interview
8. A good working knowledge of computer systems including Microsoft Office, Word, Excel, Access and GIS.	Essential	Application Interview
9. Knowledge of Government policy and guidance.	Essential	Application Interview
10. Experience of working in a local planning authority development control office.	Desirable	Application Interview
Special Requirements		
11. A valid full driving licence and use of a car insured for business use.	Essential	Application Certification
12. Willing to work outside normal office hours if required.	Essential	Application
As the post involves driving a vehicle, the post is subject to pre-employment and probationary drug and alcohol testing. It will then be part of the ongoing random testing regime for safety critical posts.		