

## JOB DESCRIPTION



<b>DIRECTORATE</b>	Place and Climate Change
<b>SERVICE</b>	Planning Development Management
<b>POST NUMBER</b>	
<b>POST TITLE</b>	Assistant Planning Officer – Development Management, Planning Strategy and Enforcement
<b>POST GRADE</b>	Local Salary Scale 4
<b>CONDITIONS OF SERVICE</b>	National Joint Council (NJC) for Local Government Services as amended locally
<b>RESPONSIBLE TO</b>	Team Leader
<b>RESPONSIBLE FOR</b>	No supervisory responsibility
<b>JOB PURPOSE</b>	<p>To undertake development management work primarily dealing with planning applications, negotiations, informal advice, enforcement, dealing with the general public and provide technical support.</p> <p>To contribute to the Strategy and Planning Service with regards to creating an effective and up-to-date planning framework.</p>

<b>MAIN AREAS OF WORK</b>	
<b>Development Management</b>	
<b>1</b>	Deal with and prepare reports on householder and straight forward planning applications within the District
<b>2</b>	Carry out a range of routine site visits, advise the public on planning issues and negotiate minor changes in schemes
<b>3</b>	Carry out duties required in the general running of development management including informal correspondence and monitoring developments with regard to compliance with planning conditions
<b>4</b>	Respond to enquiries from members of the public on planning matters, and act as Duty Planning Officer if required
<b>5</b>	Liaise with other agencies, public bodies and other Council Services
<b>6</b>	Monitor development proposals and compliance with planning conditions and to ensure development is in accordance with approved plans
<b>7</b>	Deal with pre-application informal advice from members of the public, agents and applicants and prepare written responses as appropriate
<b>8</b>	To process enforcement work in accordance with the Council's policies, delegation scheme and Government advice and the relevant legislation
<b>Planning Strategy</b>	
<b>9</b>	To assist across the range of Strategy work including the Local Development Framework (LDF), Planning Policies and data / trends/ research
<b>10</b>	Help provide technical and graphical support; to include monitoring, presentation material, survey and research work to support the LDF documents

11	Contribute to corporate project groups, as required, to help achieve Corporate Plan outcomes
12	When required and as part of flexible working – to work within other Services and Directorates in support of the Council's overall objectives and projects
13	Cooperate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual
14	To undertake any other duties for which the post holder is competent and which the Service Manager considers necessary for the effective and efficient delivery of the Service

## PERSON SPECIFICATION



<b>POST TITLE</b>	Assistant Planning Officer – Development Management, Planning Strategy and Enforcement	
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<b>POST GRADE</b>	Local Salary Scale 4	
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
To 'A' level standard/NVQ or equivalent in related field	X	
Degree or equivalent relevant qualification		X
Planning related qualification		X
<b>Experience</b>		
Practical experience of Information Technology	X	
Minimum two years' experience of working in a planning environment		X
Planning laws and procedures		X
Working with both internal and external customers		X
<b>Skills and Abilities</b>		
To work as part of a team and provide guidance to others	X	
Customer care and negotiation skills	X	
Sound IT skills	X	
Ability to work with people at all levels	X	
Good communication skills – both verbal and written	X	
Organisational and time management skills	X	
To work under pressure and deal with unforeseen and urgent demands		X
Knowledge of planning legislation		X
<b>Training</b>		
Planning software including - document management system, GIS and NLPG		X
Planning procedures and relevant legislation		X
MS Office		X
Commitment to continuing professional development and training		X
<b>Knowledge</b>		
Planning law and procedures		X
Geographic area of Rother District Council		X
Familiarity with working to performance targets		X

September 2023