

JOB DESCRIPTION



DIRECTORATE	Place and Climate Change
SERVICE	Planning Development Management
POST NUMBER	
POST TITLE	Senior Planning Officer – Development Management, Planning Strategy and Enforcement
POST GRADE	Local Salary Scale LSO
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Planning Strategy Manger or Planning Development Manager
RESPONSIBLE FOR	No supervisory responsibility
JOB PURPOSE	To contribute to the Strategy and Planning Service in relation to creating an effective and up-to-date planning framework and Development Management Service. To advise Planning Enforcement on professional planning matters, as required.

MAIN AREAS OF WORK

<u>Planning Strategy</u>	
1	Assist in the preparation of the Council's Local Development Framework (LDF), including the formulation of both spatial and thematic planning policies and proposals for development plan documents and related supplementary guidance, as well as undertaking associated studies and assessments
2	Contribute to ensuring that the strategies and policies of other agencies are compatible with the Council's aims, priorities and particularly with its LDF Core Strategy, as required
3	Assist in the proper monitoring of social, economic and environmental conditions and trends affecting planning policy, the progress of development and key indicators
4	Liaise with public agencies, utility companies, service providers, representative bodies, local community groups and the general public on matters relating to land use and transport planning in the District
5	Represent both the Section and Planning Service as appropriate, at meetings and hearings in connection with the above
6	Contribute land use and spatial planning inputs to internal groups, as and when appropriate
7	Contribute to corporate project groups as required, to help achieve Corporate Plan outcomes
<u>Development Management and Enforcement</u>	
8	Deal with and prepare reports on planning applications, listed building applications and other forms of applications as submitted to the Local Planning Authority
9	Prepare appeal statements and appear as a witness at Planning Hearings, Public Inquiries and court as and when required

10	Present at Planning Committee Meetings as and when required
11	Carry out site inspections throughout the District in relation to planning application and enforcement reports and to carry out negotiations with applicants' agents as appropriate
12	Deal with pre-application informal advice from members of the public, agents and applicants and prepare written responses as appropriate
13	Provide information to the general public in relation to planning applications and planning matters as and when required
14	Provide a good service for members of the public and applicants in accordance with Council's objectives
15	Undertake liaison with other agencies, public bodies and other Service areas of the Council
16	Consider the need for more detailed advice on particular sites, and the need for special protection for particular features e.g. trees and buildings, and to liaise with other sections of the Service accordingly
17	Monitor development proposals and compliance with planning conditions and to ensure development is in accordance with approved plans
18	Process enforcement work in accordance with the Council's policies, delegation scheme and Government advice and the relevant legislation
19	Authorise enforcement reports prepared by members of staff and to prepare the more contentious reports
20	Personally deal, where appropriate, with enforcement cases and negotiations or to advise Case Officers in such matters
21	In the absence of the Enforcement Team Leader, to receive and allocate enforcement cases and ensure all matters are dealt with correctly in accordance with service plan performance indicators, National Policy Guidance and relevant legislation
22	Ensure effective liaison with other Services in the Council and give advice on enforcement matters and to ensure the necessary legal advice is obtained where necessary before decisions are taken
23	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
24	Co-operate 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
25	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



POST TITLE	Senior Planning Officer – Development Management, Planning Strategy and Enforcement	
DIRECTORATE	Place and Climate Change	
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POST GRADE	Local Salary LSO	
	Essential	Desirable
Qualifications		
Planning or related degree	X	
Full membership of RTP1		X
Experience		
Relevant local planning authority experience	X	
Minimum three years relevant planning experience	X	
Skills and Abilities		
Excellent analytical skills	X	
Demonstrable spatial awareness	X	
Good communication skills both verbal and written	X	
Proficiency in IT including use of Word, Excel and GIS	X	
Ability to work within a team and mentor junior staff	X	
Good negotiating skills	X	
To work under pressure and deal with unforeseen and urgent demands	X	
Highly motivated	X	
Training		
Up-to-date CPD and commitment to continuing professional development	X	
Knowledge		
Sound understanding of planning law	X	
Good understanding of national planning policies	X	
General understanding of current planning issues	X	
Knowledge of planning issues affecting Rother		X

September 2023