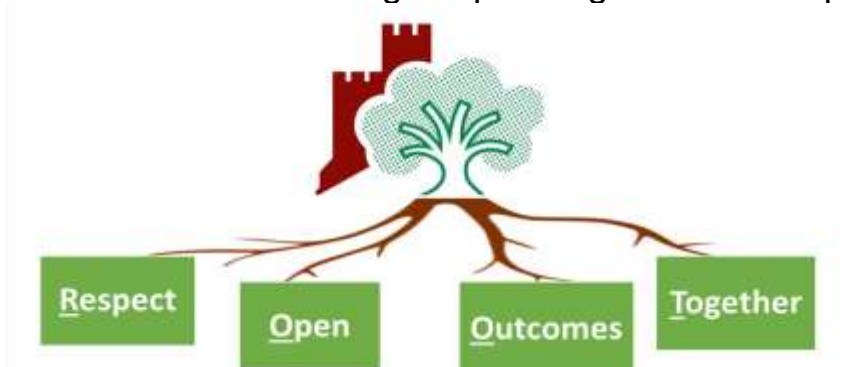


## JOB DESCRIPTION



<b>DIRECTORATE</b>	Communities and Governance
<b>SERVICE</b>	Planning
<b>POST NUMBER</b>	100395
<b>POST TITLE</b>	Senior Planning Officer – Development Management
<b>POST GRADE</b>	Local Salary Scale LSO
<b>CONDITIONS OF SERVICE</b>	National Joint Council (NJC) for Local Government Services as amended locally
<b>RESPONSIBLE TO</b>	Planning Development Manager or Planning Policy Manager
<b>RESPONSIBLE FOR</b>	No supervisory responsibility
<b>JOB PURPOSE</b>	To contribute to the 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.

### RDC Values and Target Operating Model Principles



- **Efficient and effective** (systems and resources evidencing Value for Money; Return on Investment – a commercial mindset)
- **Empowering** (timely decisions at the right level – proportionate governance)
- **Focussed on customer outcomes and early intervention** (evidence-led decision making and resource allocation)
- **A Community Leader** (influencing stakeholders, driving delivery with partners)

<b>MAIN AREAS OF WORK</b>	
<b>Development Management and Enforcement</b>	
<b>1</b>	Deal with and prepare reports on planning applications, listed building applications and other forms of applications as submitted to the Local Planning Authority
<b>2</b>	Prepare appeal statements and appear as a witness at Planning Hearings, Public Inquiries and court as and when required

3	Present at Planning Committee Meetings as and when required
4	Carry out site inspections throughout the District in relation to planning applications and enforcement cases and to carry out negotiations with applicants and agents as appropriate
5	Deal with pre-application informal advice from members of the public, agents and applicants and prepare verbal feedback or written responses as appropriate
6	Provide information to the general public in relation to planning applications and planning matters as and when required
7	Provide a good service for members of the public and applicants in accordance with Council's objectives
8	Undertake liaison with other agencies, public bodies and other Service areas of the Council
9	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
10	Monitor development proposals and compliance with planning conditions and to ensure development is in accordance with approved plans
11	Assist the Planning Enforcement Team with planning enforcement work where planning applications also involved in accordance with the Council's policies, delegation scheme and Government advice and the relevant legislation
12	Personally deal, where appropriate, with enforcement cases and negotiations or to advise Case Officers in such matters
13	Mentor and advise more junior members of staff, including, but not limited to, signing off reports, statements and letters, as necessary.
14	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
15	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
16	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
17	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
<b>Planning Policy</b>	
18	Assist in the preparation of the Council's Local Development Framework/Local Plan, 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
19	Assist in the proper monitoring of social, economic and environmental conditions and trends affecting planning policy, the progress of development and key indicators
20	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
21	Represent both the Section and Planning Service as appropriate, at meetings and hearings ( including local plan examination) in connection with the above

<b>22</b>	Contribute land use and spatial planning inputs to internal groups, as and when appropriate
<b>23</b>	Contribute to corporate project groups as required, to help achieve Corporate Plan outcomes
<b>24</b>	To provide support and advice to more junior officers including mentoring and 1-2-1s
<b>25</b>	Commitment to continuous improvement and challenging poor performance and behaviours

<b>RDC Value</b>	<b>Behaviour</b>	<b>Description</b>
<b><u>R</u>espect</b>	Professional	Maintaining high standards – in line with professional/regulatory requirements and Nolan principles*
	Value others	Ensures that people are given opportunity to contribute, appreciate and acknowledge that contribution
	Empowering	Enabling and encouraging people to influence and make decisions
<b><u>O</u>pen</b>	Trusting	Rely on and put confidence in others to do as they say
	Listening	Makes time to hear what people are saying, checks understanding
	Feeding back	Sharing observations and perception to improve understanding and performance
<b><u>O</u>utcomes</b>	Responsible	Being accountable and reliable, doing what you have said you will do
	Innovative	Creating and trying new ways of doing things
	Prioritises	Organise, clarify what is most important and focus on that
<b><u>T</u>ogether</b>	Communicates	Shares information in an accessible and timely way with people who need to know
	Collaborates	Cooperates, identifies, and brings in people to work together
	Relationship focus	Taking time to build connections and get to know other people

## PERSON SPECIFICATION

<b>POST TITLE</b>	Senior Planning Officer – Development Management, or Planning Policy	
<b>DIRECTORATE</b>	Communities and Governance	
<b>SERVICE</b>	Planning	
<b>POST GRADE</b>	Local Salary LSO	
		<b>Essential</b>
		<b>Desirable</b>
<b>Qualifications</b>		
Planning or related degree	X	
Full membership of RTPI		X
<b>Experience</b>		
Relevant local planning authority experience		X
Minimum three years relevant planning experience	X	
<b>Skills and Abilities</b>		
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	
Excellent time management and workload planning skills	X	
To work under pressure and deal with unforeseen and urgent demands	X	
Highly motivated	X	
<b>Training</b>		
Up-to-date CPD and commitment to continuing professional development	X	
<b>Knowledge</b>		
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

(updated Apr 2025)