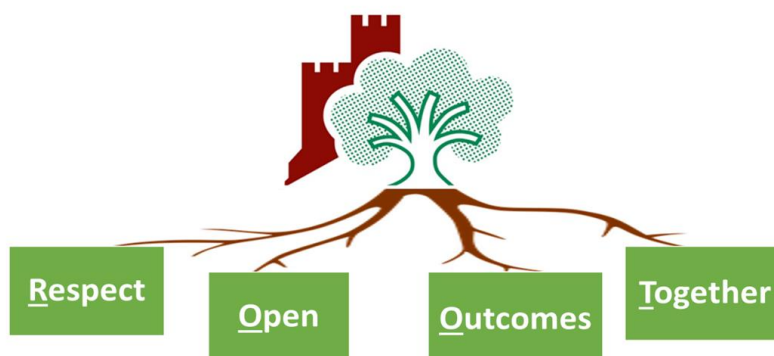


JOB DESCRIPTION



DIRECTORATE	Governance and Community Services
SERVICE	Strategy and Planning
POST NUMBER	100228
POST TITLE	Principal Planning Officer – Development Management
POST GRADE	Local Salary Scale PO1
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Planning Development Manager
RESPONSIBLE FOR	Guidance/instruction to support staff as required
JOB PURPOSE	To contribute to the Strategy and Planning Service in relation to creating an effective Development Management Service and an up-to-date planning framework. 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)

MAIN AREAS OF WORK	
1	Deal with and prepare reports on planning applications, listed building applications and other forms of applications as submitted to the Local Planning Authority

2	Prepare appeal statements and appear as a witness at Planning Hearings, Public Inquiries and court as and when required
3	Attend Planning Committee to present cases and to advise members
4	Carry out site inspections throughout the District in relation to planning applications and enforcement reports and to carry out negotiations with applicants' agents as appropriate
5	Deal with pre-application informal advice from members of the public, agents and applicants and prepare written responses as appropriate
6	Deal as case officer with Major cases, including Major pre-application cases and schemes subject to a Planning Performance Agreement PPA
7	Provide information to the general public in relation to planning applications and planning matters as and when required
8	Provide a good service for members of the public and applicants in accordance with the Council's objectives within the Council Plan
9	Undertake liaison with other agencies, public bodies and other Service areas of the Council
10	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
11	Monitor development proposals and compliance with planning conditions and to ensure development is in accordance with approved plans
12	Process enforcement work in accordance with the Council's policies, delegation scheme and Government advice and the relevant legislation
13	Liaise with planning enforcement on more complex enforcement cases with a planning application input and advise. Case Officers in such matters
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
18	Supporting the Development manager and Development Management Team Leaders with taking responsibility for mentoring and management of more junior officers (Development Management) including leading weekly officer surgeries, signing off delegated reports and letters, undertaking 1-2-1 and annual appraisals and be responsible for development of staff in team
19	To undertake any other duties for which the post holder is competent and which the Head of Service considers necessary for the effective and efficient delivery of the Service
20	To commit to continuous improvement and challenge poor performance and behaviours

RDC Value	Behaviour	Description
Respect	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
<u>O</u>pen	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
<u>O</u>utcomes	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
<u>T</u>ogether	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



POST TITLE	Principal Planning Officer – Development Management		
DIRECTORATE	Place and Climate Change		
SERVICE	Strategy and Planning		
POST GRADE	Local Salary PO1		
		Essential	Desirable
Qualifications			
Planning or related degree		X	
Full membership of RTP1			X
Experience			
Relevant local planning authority experience		X	
Minimum four 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	
Excellent understanding of national planning policies		X	
Excellent understanding of current planning issues		X	
Knowledge of planning issues affecting Rother			X

January 2022