**Job Details**

Job Title: **SENIOR PLANNING OFFICER – DEVELOPMENT MANAGEMENT**

Post Number: POST000056

Directorate: Resources

Section: Planning and Regeneration

Post Grade: Tier: 4, Grade: G

Responsible to the Development Manager

Responsible for N/A

**Job Purpose**

* + To be responsible for assisting with all Development Management matters but with particular responsibility for the processing of major applications.
  + To assist the Development Manager in promoting continuous improvement in the Development Management Service.

**Main Responsibilities**

* Maintain an up to date knowledge of planning legislation so that the council complies with all legal requirements.
* To support the Development Manager in delivering the Council’s Development Management and Planning Enforcement functions.
* To process planning applications with particular emphasis on the larger, more complex developments.
* To advise and liaise with developers and members of the public on planning matters.
* To deal with planning and enforcement appeals and present evidence at hearings and public inquiries.
* To liaise with the Planning and Regeneration team as necessary.
* To promote continuous improvement in procedures and in the delivery of the Development Management Service to the customer.
* To assist the Development Manager with the supervision of staff.
* Give guidance and advice to other members of staff on planning matters.
* To deputise for the Development Control Manager in their absence.

**Decision making**

* Assess proposals for development and recommend approval or refusal of planning (and related) applications.
* Determine the need for planning permission and related consents.
* Assist the Development Manager in decisions regarding the management of the team and the processes of service delivery.

**Financial Responsibilities**

* Negotiate contributions through S106 Obligations towards improving local services.

**Key Contacts / Relationships**

* The public, developers and elected members, other agencies, solicitors, planning professionals.

**STANDARD CLAUSES**

**Health and Safety**

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council’s Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

**Equality and Diversity**

You will uphold Erewash Borough Council’s Equality and Diversity policies and practices in accordance with the Council’s policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

**Training**

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council’s and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

**Performance Management**

You will ensure compliance with the Council’s employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council’s Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

**Confidentiality**

You will comply with and/or ensure compliance with the Council’s Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council’s ICT Information Security Policy.

**Customer Care**

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council’s Customer Care and Equality Policies.

**Environmental**

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions.  It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

**Disclosure and Barring Checks**

In those posts where post holders have access to either children, vulnerable adults or highly confidential information a Disclosure and Barring check will be undertaken prior to that person’s appointment to the job.

**Other Duties**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

**Produced by: Development Manager**

**Date:** **28 January 2010**

**Version: 1.1 – 24 June 2021**

**Declaration**

I understand and accept the job duties and responsibilities contained in this job description.

Signed..................................................................... Dated............................

**PERSON SPECIFICATION**

**Job Title:** SENIOR PLANNING OFFICER – DEVELOPMENT MANAGEMENT

**Post Number:** POST000056

**EXPERIENCE**

**Essential Criteria**

* Recent experience of working in planning. A,I
* Experience of dealing with major applications. A,I
* Experience of leading projects. A,I
* Experience of working as part of a team. A,I
* Experience of researching and understanding technical planning information, legislation and producing letters and reports. A,I

**Desirable Criteria**

* Experience of supervising staff. A,I
* Experience of using CIVICA/AUTHORITY and GIS systems. A,I

**QUALIFICATIONS**

**Essential Criteria**

* Diploma or Degree in Town Planning or equivalent. A,I,D
* Member of Royal Town Planning Institute. A,I,D

**Desirable Criteria**

* Design qualification. A,I

**SKILLS & KNOWLEDGE**

**Essential Criteria**

* Understanding and knowledge of planning legislation and development control practice. A,I,T
* IT skills and knowledge of planning software and use of GIS. A,I,T
* Good written and oral communication skills. A,I,T

**Desirable Criteria**

* Knowledge of planning policy procedures and practice. A,I
* Ability to undertake presentations. A,I

**OTHER REQUIREMENTS**

**Essential Criteria**

* Current driving licence A,I,D
* Able to meet tight deadlines. A,I

**ASSESSMENT KEY:**

*A* Application

*I* Interview

*T* Test

*D*  Documentation

**Version: 1.1 – 24 June 2021**