

Grading

Job Description and Employee Specification

<u>Job title:</u> Senior Planning Officer	<u>Service area:</u> Economy & Environment
<u>Post numbers:</u> *	<u>Division:</u> Economy
<u>Grade:</u> Grade 6/7/8 (Career Graded)	<u>Section/team:</u> Development Management
<u>Overall purpose of job:</u> Lead officer in determining decisions for planning applications and providing advice to the authority, other professional organisations and the general public, and providing overall day-to-day guidance for the Development Management Service in order to meet the objectives of the service and development plans.	
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<u>Main responsibilities:</u> All grades 1. Provide professional advice and guidance to the public on the need for planning permission or other statutory approvals and consents. 2. Prepare reports and make recommendations for the determination of applications for development matters under the Council's scheme of delegation and for Planning Committee, including applications that attract third party representations or objections and consultation queries. 3. Undertake appropriate community and stakeholder consultation on planning applications. Ensure adequate publicity, undertake site inspections and appraisals and consult with appropriate internal and external bodies in connection with applications for development in accordance with the council's policy and procedures. 4. Monitor and work closely with the enforcement officers and Building Control staff over development proposals and their subsequent implementation. Grade 7 1. Prepare reports for Planning Committee including those where adverse representations, objections or consultation responses are received. 2. Process written representations appeals and prepare explanatory and supporting statements. 3. Assess specialist applications and interpret complex statutory guidance for planning applications for listed building consent, conservation areas, Tree Preservation Orders consent and other specialist proposals and developments.	

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4. Determine and assess applications for major development that are of strategic economic, social and environmental importance in North Lincolnshire.
5. Attend subcommittee meetings to brief and advise elected members and the public on reports and procedures.

Grade 8

1. Leads work on advising and determining strategic and major planning applications.
2. Prepare and present evidence for major public inquiries, planning appeals, enforcement appeals and examinations in public on behalf of the council.
3. Accurately and competently, interpret national, regional and local planning policy and legislation in order to determine major planning applications.
4. Provide expert planning evidence and evaluate legislation to support planning enforcement.

Knowledge, skills and experience:**Essential:**

1. Degree or equivalent in a relevant subject.
2. Eligibility for admittance to recognised RTPI accredited course.
3. Membership of or eligible for membership of the RTPI.
4. Ability to prepare clear, concise and accurate written reports.
5. Good written and verbal communication skills with the ability to deliver presentations and to deal appropriately with people in challenging situations.
6. Ability to understand maps, plans and technical information.
7. IT literate with experience of using Microsoft Office or similar and of using development management software.
8. Ability to plan and progress work without supervision and manage time effectively to meet targets.
9. Broad knowledge of current English government planning policy, procedures and legislation.
10. Knowledge and understanding of working practices within a town planning office environment.
11. Knowledge of the statutory, regulatory, strategic and key operational requirements relevant to the role.
12. Sound and extensive knowledge and understanding of English planning procedures and legislation.
13. Experience of and proven record of accomplishment of undertaking development control duties relating to the processing and determination of major planning applications, including presentation of such applications to the Planning Committee as and when required.
14. Ability to travel independently around the North Lincolnshire area to a range of locations/sites, ensuring that all work is undertaken safely.
15. Ability to deputise for the Principal Planning Officer and Development Management Specialist.

Creativity and innovation:

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Respond in person in writing or by telephone with appropriate help, advice and guidance to questions, complaints or queries raised by individuals, professionals, other council staff, councillors or parish clerks about current, proposed or determined planning applications. All planning applications raise widely different issues or problems and have to be processed on their individual merits.

Problems to be addressed can be summarised as follows:

- i. Dealing with irate and upset members of the public.
- ii. Explaining complex planning issues to the public in a manner that they can understand, avoiding jargon.
- iii. Continuous interruption in your thought process by the telephone, work colleagues and requests to see people at the reception area.
- iv. Juggling with a heavy application workload.
- v. Meeting specified deadlines.
- vi. Reconciliation of conflicting priorities of site and office work.

Whilst every planning application should be determined on its individual merits, differing national and local policies and guidance will apply to each. The post holder has to decide which of the policies and guidance are relevant to enable further advice to be given and to decide on the appropriate course of action to be recommended to both the applicant and the council. The merits and disadvantages of each case have to be given appropriate weight using skill, judgement and experience in order to determine what specific actions are necessary. Extensive professional skills and expertise are used throughout the working day to advise others and to enable the post holder to consider, evaluate and assess development proposals or enquiries.

The post holder is expected to have a thorough knowledge of national development management legislation and local guidelines are also set out by the team manager and through council advice notes, reports and service plans.

Contacts and relationships:

Contacts are both internal and external and are varied and extensive. They range from advising the general public through to negotiating with applicants and their agents. The post holder should be able to motivate and influence other officers, as well as being able to advise Chief Officers, Unit Managers, Councillors and Committees plus Government Agencies.

Decision making:

Make recommendations on planning applications, including some complex and controversial proposals. Giving legally binding decisions or acting on behalf of the council, as to whether or not planning permission is required and negotiating the issue of Section 106 legal agreements.

Responsibility for resources:

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Physical resources:

Regular need for travel to regional and national planning meetings requires regular use of mobile phones and laptop working.

Mobile Telephone

Laptop Computer value £800

The post holder will spend approximately 30% of their time away from their designated base.

WORK ENVIRONMENT**Work demands:**

Work routine is subject to interruption by telephone enquiries, unscheduled visits by the general public and other staff requiring help, advice and assistance.

Workload is very much reliant upon or a reflection of the frequency of the planning committee meetings. In the 7-10 days before a committee report deadline work and stress levels can be very high. The planning committee currently meets every 4 weeks. Development management workload is currently very high due to the volume and type of applications submitted.

Physical demands:

In-office routines involve keyboarding and visiting other teams and buildings. Site work involves inclement weather, building sites and other places where dirt, noise or an element of personal risk are present, people's houses.

Working conditions:

The post holder is an agile working post including office and home working. but is required to undertake extensive and sometimes lengthy site visits which can involve extended outside working in all weathers.

Work context:

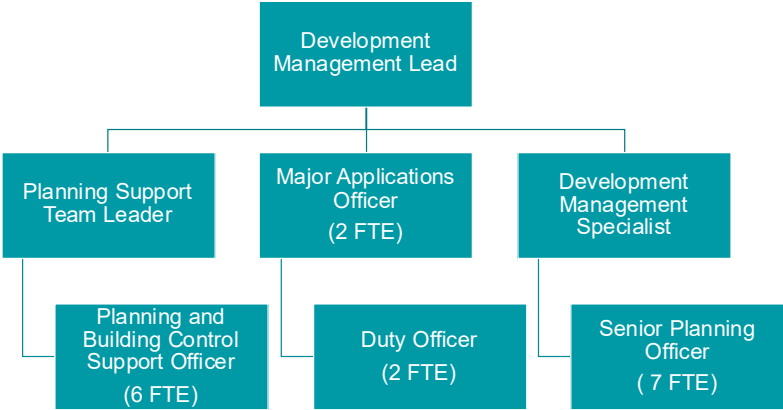
Building sites are recognised as dangerous locations and health and safety issues are paramount. Safety equipment is provided for officer use.

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Position in organisation:

North Lincolnshire Council



SAFE WELL PROSPEROUS CONNECTED

Job Description Version Control	
Date evaluated	
Date updated	
Updated by (manager name)	
Checked by (HR name)	

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ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
All grades: • Ability to prepare clear, concise and accurate written reports. • Good written and verbal communication skills with the ability to deliver presentations and to deal appropriately with people in challenging situations. • Ability to understand maps, plans and technical information. • IT literate with experience of using Microsoft Office or similar. • Knowledge of the Current English planning policy, procedures and legislation. • Ability to travel independently around the North Lincolnshire area to a range of locations/sites, ensuring that all work is undertaken safely. • Experience of and proven record of accomplishment of undertaking development control duties relating to the processing and determination of planning applications. Grade 7/8: • Experience of using development management software. • Sound and extensive knowledge and understanding of English planning procedures and legislation. • Experience of and proven record of accomplishment of undertaking development control duties relating to the processing and determination of complex planning applications, including presentation of such applications to the Planning Committee as and when required. Grade 8: • Experience of and proven record of accomplishment of undertaking development control duties relating to the processing and determination of major planning applications, including presentation of such applications to the Planning Committee as and when required.	
Knowledge, Skills and Experience	Interview
All grades: • Ability to plan and progress work without supervision and manage time effectively to meet targets. • Knowledge and understanding of working practices within a town planning office environment. • Knowledge of the statutory, regulatory, strategic and key operational requirements relevant to the role.	

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Grade 7/8:

- Ability to deputise for the Principal Planning Officer and Development Management Specialist.

Education, Training and Qualifications	Original documents
• RTPI or eligible • Degree or equivalent in a planning or related subject • Computer literacy	
Working Arrangements	Interview
• Flexible to meet the needs of the service. • Ability to transport yourself around the area	

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
• Experience of using Geographical information Systems	
Knowledge, Skills and Experience	Interview
• Develop internal/external relationships with statutory and non-statutory agencies	
Education, Training and Qualifications	Original documents
• Microsoft and specialist planning software	
Working Arrangements	Interview
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THE POST IS SUBJECT TO:

Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974

Yes ☒

No ☐

Political restriction

Yes ☒

No ☐

The ability to speak fluent English under the Immigration Act 2016

Yes ☒

No ☐

Version Control

Author	HR Policy Team
Status	V0.1
Date approved	19 September 2012
Last updated	21 December 2021