

Role Specification – Senior Planning Officer – Specialist Services

Service Area	Specialist Services
Role Title	<ul style="list-style-type: none"> Senior Planning Officer
Role Family	<ul style="list-style-type: none"> Specialist Services
Location	<ul style="list-style-type: none"> Oxted/Agile
Operational Reporting Line	<ul style="list-style-type: none"> Specialist Services Manager
Functional Reporting Line	<ul style="list-style-type: none"> Head of Planning
Grade	<ul style="list-style-type: none"> M2 to M3

Service Area Purpose

- Specialist Services provides a professional and efficient service to external customers in the three main business areas (themes) which are:
 - Regulatory (Including Planning)** – Services that protect the public, the environment, homes and communities
 - Resident Support** – supporting our more vulnerable customers that may need higher levels of support, such as housing and benefits
 - Business and Income** – Services that collect income for the council and support business customers

Specific Responsibilities

- To assist with ensuring the effective functional management of the team and to assist with the implementation of projects and actions identified within the service Delivery Plan and associated service development projects.
- To assist other team members when appropriate in dealing with the processing of planning applications and enquiries, including giving professional advice and technical guidance on planning matters of all complexities.
- Directly responsible for processing and negotiating a range of planning applications and carrying out delegated decisions in accordance with the scheme of delegation.

- Assisting with preparation of committee reports, attending meetings and presenting.
- Processing of planning appeals, including writing appeal statements and attending Inspector's site visits and informal hearings.
- Liaising with other departments in the Regulatory Services department, including enforcement and providing a joined-up approach to cases.

Corporate Responsibilities

- Act as a Business Partner, advising and supporting teams across the organisation.
- Provide technical mentoring and support, encourage transfer of specialist knowledge, share best practice, new legislation and associated changes to processes and scripts and have oversight of the end-to-end process or customer journey and related contract.
- Support the embedding and development of ways of working and the Council's Attitudes and Approaches.

Person Specification

M2:

Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none"> • Working towards relevant degree or professional qualification or equivalent expertise within one of the relevant themes. • Membership of Royal Town Planning Institute • Full driving licence and use of a car 	<ul style="list-style-type: none"> • Degree or equivalent • Evidence of a commitment to continuous professional development

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Operational experience in the specialist area. • Professional competence / expertise and experience in the relevant service area, with the ability to apply knowledge across a range of activities in the area. • Experience of making a contribution to the formation of policy/ service development and/or implementation. • Managing conflicting priorities sometimes under pressure. • Experience of working with Councillors within the planning 	<ul style="list-style-type: none"> • Working in a matrix environment where cross team and corporate working are essential. • Some experience in contributing to policy/ service development and/or implementation. • Experience of presenting reports to Planning Committee and preparing and giving evidence at planning Hearings and Inquiries.

<p>process and an understanding of key corporate issues involved.</p> <ul style="list-style-type: none"> • Understanding of data protection. • Commitment to and understanding of equality and diversity. 	
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Key Skills and Knowledge

Essential
<ul style="list-style-type: none"> • Good understanding of UK Policy and Development Management systems and the statutory framework for the determination of planning applications and provision of planning advice. • Good communicator with ability to communicate effectively with a range and variety of audiences, and work well with teams. • Good influencing skills with ability to provide detailed advice and explain the Council's position on particular issues. • Ability to assimilate complex as well as difficult/ varied information and to exercise judgement and creative thinking in resolving a range difficult problems and developing solutions. • Ability to deliver results and performance improvements. • Ability to deliver high levels of stakeholder and customer service. • Ability to motivate and act as a champion for change. • Ability to think innovatively and practically. • Report writing skills. • Proficient in MS Office and other databases used across the organisation.

M3:

All the above and **Qualifications / Education**

Essential
<ul style="list-style-type: none"> • Relevant degree or professional qualification or equivalent experience in one of the business areas.

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Considerable operational experience. • Experience of presenting reports to Planning Committee and preparing and giving evidence at planning Hearings and Inquiries • Some experience in contributing to policy/ service development and/or implementation. 	<ul style="list-style-type: none"> • Working in a matrix environment where cross team and corporate working are essential.