

Wirral Council: Job Role Descriptor

Job Role:	Senior Planning Officer
Department:	Regeneration and Place Directorate – Planning Service – Development Management Function
Reports to:	Principal Planning and Enforcement Team Leader
No of Subordinates:	0
HR USE ONLY	
Job Role Ref:	REG0109P(A)
Job Family:	Regulation
Grade:	PO6

JOB ROLE PURPOSE

Dealing with all matters in respect of Development Management, including complex planning (and related) applications. This will also involve relevant matters at pre-application and post-application stages of the planning process, planning appeals and planning enforcement.

KEY TASKS

1. Process and determine a caseload of all aspects of planning related applications, appeals, discharge of conditions and all other post-decision matters; undertaking all necessary site inspections; preparing reports and recommendations for applications.
2. Advise on the need for planning permission and provide pre-application planning advice.
3. Prepare evidence and written statements in respect of any Planning Appeals and represent the Council as planning witness at Hearings and Inquiries as may be required.
4. Investigate all complaints regarding alleged breaches of planning control, including those in relation to trees and Listed Buildings; undertaking all necessary associated tasks to reach a resolution to the case.
5. Presenting reports at Planning Committee where required by and in support of the Chief Officer and/or Development Management Manager, and if appropriate, other Committees.
6. Assist and provide guidance to junior staff including work allocation as may be requested by the Principal Planning Team Leaders and/or the Development Management Manager.
7. Provide guidance and advice to other Council services/officers on all aspects of planning related applications and enforcement matters.

8. Research, interpret, review and advise on the implementation of new and existing legislation, Government guidance and initiatives. This will be across a wide range of planning related issues to ensure compliance with statutory and other obligations and to recommend appropriate alterations to process, policy and standards as may be required.
9. Assist in developing and delivering policy and processes to improve working practices and the delivery of the service.
10. Liaise with other Council services and other bodies, including statutory and non-statutory consultees and other external agencies, on relevant issues.
11. Authorise decisions on planning applications and related matters from Junior members of staff.

KEY RESPONSIBILITIES

People

Support the democratic and decision-making processes in relation to planning and planning enforcement related matters, providing professional planning advice and support to Elected Members, Chief Officers and others, where appropriate.

Take reasonable care for your health and safety and safeguard the health and safety of all staff under your control and guidance in accordance with the provisions of Health and Safety legislation.

Financial

The postholder is not a budget holder and has no specific responsibilities for budget setting/monitoring and management.

Strategic

Support the Chief Officer and the Development Management Manager in developing and delivering the Corporate vision, values and priorities of the Council, the Directorate and the Services for which the postholder is responsible.

Support the Development Management Manager in leading, directing and managing the Development Management Service to ensure the effective delivery of the service which will contribute to and enable the Council to implement its investment and regeneration strategies.

Ensure effective engagement with Members, other Council services, local strategic partnerships, developers, community organisations and other appropriate bodies to maximise joint working with regards to the Councils regeneration and economic development programmes.

Resources

The postholder has no specific responsibility for stock control, procurement or other Resource related issues.

Planning and Organising

Plan, arrange and co-ordinate their tasks and procedures related to the service to achieve timely & good quality decisions, commensurate with the resources available.

Assist, where appropriate, and at the request of the Principal Planning Team Leader and/or Development Management Manager, in the supervision of staff and determine the allocation of tasks and delegation of responsibilities so as to deal with all aspects of planning and planning enforcement and related matters.

Decision Making

Promote effective communication with all service users.

Authorising decisions on planning applications, enforcement or related matters from more junior members of staff.

Ensure compliance with Health and Safety and other relevant legislation across the service area.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS

Essential Criteria

Qualifications:

- Educated to Degree level in Planning or a closely related relevant qualification.
- Evidence of continuous professional development related to one or more aspects of development management and/or planning enforcement.
- Full Membership of the Institute of Royal Town Planning Institute (RTPI) or eligible for Full Membership.

Knowledge & Skills:

- Knowledge of the relevant law, Government guidance, policies and practice relating to planning.
- Excellent communication skills, including the ability to articulate information; to present clear, accurate and concise reports to a wide range of audiences.
- Ability to work effectively with individuals, teams, customers, partners and staff, understanding the functions and needs of the service and the organisation as a whole.
- Focus on customer satisfaction and deliver a quality service.

Experience:

- Experience of dealing with a wide variety of planning applications including the carrying out of investigations and achieving resolution through negotiation.

- Experience of negotiating S106 agreements.
- Experience of working with a range of stakeholders and negotiating solutions to complex cases and issues.
- Experience of presenting cases to planning committee and writing complex planning reports with clear well-reasoned recommendations.

Desirable Criteria

Qualifications:

- Additional qualification or membership of organisations that complement the Planning function.

Knowledge & Skills:

- I.T. literate, ability to use MS Office and ability to become competent at using other software applications relevant to the role.
- Knowledge of democratic process and appreciation of the role of Elected Members.
- Ability to influence and negotiate at all levels within the organisation and with external agencies or bodies.

Experience:

- Experience in dealing with large regeneration projects and managing complex planning applications.
- Experience of public inquiries and hearings

ADDITIONAL WORK ELEMENTS

Ability to attend evening meetings/Committees and/or sometimes work at weekends.

Ability to attend meetings regionally and, where appropriate, nationally.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the job role holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role profile and changes to it may be amended in light of organisational and service requirements.

Signed Head of Service: Kath Lawless (AD Chief Planner)

Date: 02/11/2021