
Recruitment information

Job description and person specification

Your title	Senior Planning Officer (1 year contract) (Development Management)
DBS check	N/A
Post number	TBC
Your team	Planning Services
You would be based	Civic Centre, Esher
Your line manager	Team Leader, Development Management

About the role

You will be passionate about design, dealing with complex applications, using your skills to help shape Elmbridge. You will be supporting our customers and helping them to understand the role good planning makes in shaping an area.

Elmbridge is one of the busiest local planning authorities in the country and sets very high standards for the delivery of planning decisions within Government targets. With land values that rival London and a population of 135,000, we will provide you with an interesting and challenging step in your career.

The main purpose of the role:

To assist in the management of an area team within Development Management and to carry out all aspects of a Senior Development Management Planning Officer's work, including evaluation of and reporting on planning applications, enforcement matters and planning appeals.

Specific duties and responsibilities

1. To advise interested parties, applicants, developers, architects etc. in relation to tentative or proposed developments and on all aspects of Development Management, including the Council's own development.
2. To assist in the examination of applications submitted prior to registration to ensure their validity and that appropriate publicity and consultations have been identified.
3. To process applications, including major or controversial proposals, check technical aspects, advise applicants and make recommendations to Sub-Committee.
4. To process appeals and prepare and present the Council's case particularly at hearings and inquiries.
5. To assist in the investigation of allegations of unauthorised activities as required.

6. To attend Sub-Committee meetings as necessary to assist in the reporting and consideration of applications, and to advise the Committee and present reports on planning applications and other planning matters.
 7. To assist the Team Leader in supervising the Planning Officers within an area team, including advising on reports and pre-application responses, managing performance, monitoring workloads and reviewing complaints.
 8. To deliver excellent customer care.
 9. To carry out other tasks as required commensurate with the level of this post.
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What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

Post: Senior Planning Officer (1 year contract)

Post no: TBC

Team: Planning Services

Hours: 36 per week (including out of normal office hours)

Salary: £37,857 - £47,606 pa

Car allowance: C3

Qualifications and education

No.	Key requirements	Desirable/essential	To be tested by: Application1 (A) Test (T) Interview (I)
1.	A degree in Town & Country Planning or equivalent qualification and eligibility for Membership of the Royal Town Planning Institute.	Desirable	A

Experience

No.	Key requirements	Desirable/essential	To be tested by: Application1 (A) Test (T) Interview (I)
2.	Significant experience in Development Management, with good experience of major applications	Essential	A, I
3.	Experience in representing the Council at Informal Hearings or Inquiries.	Essential	A, I
4.	Previous experience of staff supervision.	Desirable	A, I
5.	Track record of good organisational skills.	Essential	A, I
6.	Full understanding and experience of general Local Government procedures.	Essential	A, I
7.	Previous use and exploitation of new information technology systems.	Essential	A, I

Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
8.	Ability to assist in the management and motivation of a professional team.	Essential	A, I
9.	Able to display good communication skills, both orally and in writing.	Essential	A, I
10.	Ability to work with minimum supervision.	Essential	A, I
11.	Ability to prioritise and programme workload to meet deadlines.	Essential	A, I
12.	Full knowledge of relevant legislation and Government guidance.	Essential	A, I
13.	Commitment to delivering excellent customer care	Essential	A, I

Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
14.	Full driving licence and provision of own vehicle	Essential	A
15.	Attendance at formal evening Committee meetings of the Borough Council as required	Essential	A, I
16.	Ability to cope with significant work pressure	Essential	A, I