

# Role Profile and Specification – Senior Planning Officer

Service Area	Planning Service
Role Title	Senior Planning Officer
Location	Oxted/Agile
Reports to	Planning Development Manager
Grade	M2
Duration/hours	Permanent - 37 hours per week

## Service Area Purpose

This is a key role sitting in one of the teams in Development Management (DM). DM is part of the wider Planning Service. The DM teams are responsible for providing pre-application advice, planning application case work and appeals.

## Job Purpose

To support the functions of their DM team through the provision of technical and professional advice and processing of pre-application requests, planning applications and appeals. To assist the Planning Development Manager building a high performing team which is responsive to the needs of its customers and maintains excellent levels of communication.

## Specific Responsibilities

- To assist with ensuring the effective functional management and delivery of an efficient planning service by the Development Management team
- 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, pre-application enquiries and other 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 committee meetings and presenting reports on planning applications and related planning matters.

- Processing of planning appeals, including writing appeal statements and attending Inspector's site visits and informal hearings.
- Acting as a Duty Officer to take customer calls and assign follow-up actions to other members of the Development Management team
- Liaising with other teams, including enforcement and providing a joined-up approach to cases.
- Liaising with other departments including Legal Services to minimise risk of legal challenges to the Council's decisions in performing its statutory planning functions and inputting to legal agreements to ensure the provisions are comprehensive and effective.

## Person Specification

### Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none"> <li>• Having or be working towards relevant degree and professional town planning qualification or equivalent experience.</li> <li>• Full driving licence and use of a car</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of a commitment to continuous professional development.</li> <li>• Membership of Royal Town Planning Institute</li> <li>• Degree or equivalent</li> </ul>

### Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Experience in working in development management and processing a wide range of planning applications.</li> <li>• Managing conflicting priorities sometimes under pressure.</li> <li>• Experience of working with Councillors within the planning process and an understanding of key corporate issues involved.</li> <li>• Understanding of data protection.</li> <li>• Commitment to and understanding of equality and diversity.</li> <li>• Experience of, and empathetic approach to, working with customers of the development management service</li> <li>• Experience of providing professional advice in relevant planning matters to Members and Corporate level stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a matrix environment where cross team and corporate working are essential.</li> <li>• Experience of generating income from Development Management functions.</li> <li>• Experience of working in, or with, green belt authorities.</li> <li>• Experience of presenting reports to Planning Committee and preparing and giving evidence at planning Hearings and Inquiries.</li> <li>• Some experience in contributing to policy/ service development and/or implementation.</li> </ul>

<ul style="list-style-type: none"> <li>Managing conflicting priorities sometimes under pressure.</li> </ul>	
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### Key Skills and Knowledge

Essential	Desirable
<ul style="list-style-type: none"> <li>Good understanding of UK Planning Policy and Development Management systems and the statutory framework for the determination of planning applications and provision of planning advice.</li> <li>Good communicator with ability to communicate effectively with a range and variety of audiences, and work well with teams.</li> <li>Good influencing skills with ability to provide detailed advice and explain the Council's position on particular issues.</li> <li>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.</li> <li>Political awareness and understanding of the dynamics between elected members and officers, decision-making in local authorities and the relationship between other agencies.</li> <li>Ability to deliver results and performance improvements.</li> <li>Ability to deliver high levels of stakeholder and customer service.</li> <li>Ability to motivate and act as a champion for change.</li> <li>Ability to think innovatively and practically.</li> <li>Excellent report writing skills.</li> <li>Proficient in MS Office and other databases used across the organisation.</li> </ul>	<ul style="list-style-type: none"> <li>Interest in using technology to improve business outcomes.</li> <li>Knowledge and experience of Salesforce.</li> </ul>

<ul style="list-style-type: none"> <li>• Commitment to maintaining statutory performance standards.</li> <li>• A willingness and ability to undergo training and personal development to acquire the skills necessary to perform to a high standard in a changing environment.</li> <li>• Understanding of the broad requirements of the data protection principles.</li> </ul>	
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