



# ROLE PROFILE FOR SENIOR PLANNING OFFICER

**Role Title:** Senior Planning Officer

**Service:** Built Environment and Regulation

**Location:** Hybrid Surrey Heath House, Knoll Road, Camberley, Surrey, GU15  
3HD and working from home

**Reporting To:** Head of Planning Policy and Sustainability

## Role Purpose

To help deliver a range of planning policy and conservation services for the Council.

## Main Duties and Accountabilities

### Knowledge and Expertise

- To have a very good understanding of national planning policy and the Local Plan and Neighbourhood Plan system.
- To prepare planning policies, technical evidence and research documents in support of the Local Plan and wider corporate projects.
- To develop specialist knowledge in policy and background technical areas for the Local Plan.



- To engage with relevant stakeholders on planning policy matters through formal and informal consultation including Policy advice to the Development Management team.
- To prepare and present evidence at public inquiries and examinations in public as required by the Head of Planning Policy and Sustainability.
- To operate and help develop essential information systems for the Head of Planning Policy and Sustainability.
- To assist other service areas with work on matters pertinent to planning policy.

### **Creativity and Innovation**

- Ability to lead and manage small and medium projects and develop new systems and approaches to support these.

### **Financial Accountability**

- To award and manage contracts for small projects within the terms of the Council's Standing Orders for Finance and Contracts.

### **Impact upon the Organisation & the Community**

- To work collaboratively across the Council.
- To deliver services to support the Community.

### **Management & Supervisory Responsibilities**

- To lead on small and medium projects as required.
- To oversee work by the Planning Officer and Assistant Planning Officer in support of these projects.
- To provide policy input into corporate projects as required and represent the Council on external groups.
- To actively assist in the delivery of an efficient and professional service.



- Support as required by the Head of Planning Policy and Sustainability staff in the following posts: Assistant Planning Officer and Planning Officer.

## **Initiative & Independent Action**

- Ability to lead and manage small and medium projects and develop new systems and approaches to support these.
- To manage own workload and projects within priorities set by the Head of Planning Policy and Sustainability.
- To deliver outputs in accordance with standards set down in the Council's corporate standards or national and regional planning guidance.

## **General**

- Engage with colleagues, other internal services, external organisations and groups, and the wider community about Planning Policy and other Council issues, as required.
- To attend any meetings, forums, workshops or exhibitions, or other functions in support of, or representing the Head of Planning Policy and Sustainability, as required.
- Prepare policy advice for the above.
- To provide a professional standard of service to our customers.
- To adhere to corporate customer care standards
- Deals with any other matter reasonably assigned to the post-holder from time to time by the Head of Planning Policy and Sustainability.



## Continuous Professional Development

- To undertake CPD in accordance with RTPI requirements.

## Customers and Contacts

### Important Internal Relationships

- Must be able to work well with the Planning Policy and Conservation Team and the Head of Planning Policy and Sustainability and colleagues in other teams and services.
- Must be able to communicate effectively with Councillors, explaining complex planning policy issues.

### Important External Relationships

- Will need to develop effective working relationships with officers at other Local Planning Authorities, Surrey County Council and other organisations.

## Additional Requirements

- To continuously suggest/improve and/or update processes and procedures by digitalisation and streamlining with a view to maximising effectiveness, efficiency and to enable data sharing.
- To work collaboratively with colleagues in accordance with our corporate values and policies to achieve the Council aims and objectives.
- Ability to work from home if required, with access to reliable fast broadband connectivity.
- No contra-indications in personal background or criminal record indicating unsuitability in this role.



- Legally entitled to work in the UK.
- Ability to participate in the Council's out of hours Civil Emergency arrangements.
- Carries out any other duties commensurate with the grade of this post as is required of the Council.





## Job Title - Person Specification

### Qualifications and Training

<b>Criteria</b>	<b>Essential or Desirable</b>	<b>Application (A), Interview (I) or Assessment (As)</b>
Degree or MSc in Town and Country Planning/Urban Planning, or equivalent.	E	A
Working towards membership of the Royal Town Planning Institute.	E	A,I

### Knowledge and Experience

<b>Criteria</b>	<b>Essential or Desirable</b>	<b>Application, Interview or Assessment</b>
Sufficient experience within a Local Planning Authority or similar environment to competently perform this role.	E	A
Experience in providing planning policy advice.	E	A
Experience in public speaking and presentations.	E	A,I
Good written and oral communication skills.	E	A,I,As
Observant with a keen eye for detail and able to work with statistics.	E	A,I



Ability to read and understand complex documentation and focus on key issues.	E	A,I
Ability to work to tight deadlines.	E	A,I
Current knowledge of the development plans process and best practice surrounding the production of development plan documents and planning policy.	E	A,I
Knowledge of the Neighbourhood Plan process.	D	A,I
Excellent IT skills, including experienced in use of Microsoft Office and creating spreadsheets.	E	A,I
Good knowledge of Geographic Information Systems.	D	A,I
Minimum of 2 years planning experience, with a significant proportion in a local authority planning team.	D	A
Experience of representing the Council in external meetings.	D	A,I
Experience of presenting to Councillors and producing Executive reports.	D	A,I
Knowledge of national environmental policy.	D	A,I
Experience of appointing and managing consultants.	D	A,I



## Skills and Relations with People

Criteria	Essential or Desirable	Application, Interview or Assessment
Enjoys working within a team environment but can work independently.	E	A,I
An interest in working with the public.	E	A,I
Ability to listen to what is being said and act accordingly.	E	A,I
High standard of oral and written communication skills.	E	A,I
Awareness of need to think and act in a collaborative style.	E	A,I
Organised with attention to detail.	E	A,I
Excellent prioritisation skills and the ability to manage own case load.	E	A,I
Able to work to tight deadlines.	E	A,I
Ability to communicate difficult and complex messages.	E	A,I
Able to deal with difficult customers.	E	A,I
Awareness of Data Protection requirements.	E	A,I



## Creativity and Innovation

Criteria	Essential or Desirable	Application, Interview or Assessment
Able to work in a team environment and collaboratively with others.	E	A,I
Ability to look holistically at issues and develop these to reflect local circumstances.	E	I
Managing contracts on a day-to-day basis.	D	A,I
Helping to introduce new practices and policies within the Council.	D	I

## Financial Accountability

Criteria	Essential or Desirable	Application, Interview or Assessment
Basic knowledge of financial standing orders and contracts procedures.	D	A,I

## Impact upon the Organisation and the Community

Criteria	Essential or Desirable	Application, Interview or Assessment
Recognise the impact of the planning function upon the community and relationship to the Councils functions and corporate priorities.	E	I



Able to provide input into corporate projects and policy groups.	E	I
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## Management and Supervisory Responsibilities

Criteria	Essential or Desirable	Application, Interview or Assessment
Able to manage projects and tasks.	E	A,I
Able to support the Planning Officer and Assistant Planner.	E	A,I
Able to represent the Council on external groups.	E	A,I

## Initiative and Independent Action

Criteria	Essential or Desirable	Application, Interview or Assessment
Willingness to develop in the role and show initiative.	E	I
Able to lead and manage small to medium sized projects on a day-to-day basis to agreed deadlines.	E	A,I
Able to work on own initiative without detailed supervision.	E	A,I
Evidence of initiating new projects.	D	A,I

## Additional Requirements

Criteria	Essential or Desirable	Application, Interview or



		<b>Assessment</b>
Full valid driving licence.	E	A
Ability to carry out site visits.	E	A,I
Able to attend evening meetings, on average once a month.	E	A,I

## **Safer Recruitment & DBS Requirements**

- Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.
- No DBS Check Required

