ROLE PROFILE FOR SENIOR PLANNING OFFICER

Role Title: Senior Planning Officer
Service: Built Environment and Regulation
Location: Surrey Heath House, Knoll Road, Camberley, Surrey, GU15 3HD
Reporting To: Development Management Team Leader

Role Purpose

As part of a team, and under the direct supervision of a Team Leader, your primary purpose will be to process planning applications so that the service can deliver its statutory duty. Additionally, you will undertake pre-application enquiries and, when the need arises, undertake appeal work and present at committee.

Main Duties and Accountabilities

Knowledge and Expertise

- To review the content of registered applications in your name to ensure that you have the necessary plans and documents and that the correct persons have been consulted. When required, you may have to validate planning applications.
- To undertake site visits and attend meetings, as the needs arises.
- To undertake pre-application work by written responses or in meetings.

- To be able to negotiate and resolve issues with statutory consultees, the applicant and interested parties.
- Be able to assimilate complex and conflicting views on planning proposals, assess them and make sound judgments.
- Be able to write concise and proportionate delegated and committee reports.
- To present at the Planning Applications Committee.
- To defend the Council's reasons for refusing planning applications on appeal.
- To undertake enforcement related work, if the need arises.

Creativity and Innovation

- Will need sound time and project management skills to determine planning applications in a timely and effective manner.
- Will need to able to negotiate development solutions to enhance development proposals.

Financial Accountability

- None required. However, you will understand the importance of delivering a service on time and the Planning Guarantee.

Impact upon the Organisation & the Community

- Will have impacts on various internal services which will be required to make inputs into the planning process, including legal services, IT services, communications team, environmental services and others.

Management & Supervisory Responsibilities

- None required but be there to assist junior members of the team, if needed.

Initiative & Independent Action

- An ability and confidence to make day to day decisions but not be afraid to ask for help and to fully engage in manager 1-2-1s and team workshops.

Continuous Professional Development

- To be committed to obtaining RTPI Chartered Membership.
- To undertake external and internal courses for personal development.
- To contribute to Team Meetings

Customers and Contacts

Important Internal Relationships

- All staff
- Team Leader
- Development Manager
- Head of Built Environment and Regulation
- Technical Support Team
- Corporate Enforcement
- Corporate and Senior Management Teams
- Elected Councillors

Important External Relationships

- Government Departments and Agencies
- Residents
- Parish councils and amenity societies
- Applicants, agents and landowners
- Businesses
- Statutory consultees
- Non-statutory consultees

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.**

Senior Planning Officer - Person Specification

Qualifications and Training

Criteria	Essential or Desirable	Application, Interview or Assessment
Undergraduate degree (or equivalent qualification)	Essential	Application
Post graduate Masters or Diploma in Town Planning	Essential	Application
Chartered Member of Royal Town Planning Institute	Desirable	Application

Knowledge and Experience

Criteria	Essential or Desirable	Application, Interview or Assessment
Knowledge of planning legislation, national planning policies and planning reforms	Essential	Application, Interview, Assessment
Understanding of the planning application process and planning enforcement	Essential	Application, Interview, Assessment
Planning work experience, preferably in a local government environment	Essential	Application, Interview, Assessment
Experience of presenting to an audience	Essential	Application, Interview, Assessment

Skills and Relations with People

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to develop effective working relationships with councillors and deal with their enquiries.	Essential	Application, Interview, Assessment
An ability to network effectively with key staff internally and with key organisations	Essential	Application, Interview, Assessment
Good customer service skills	Essential	Application, Interview, Assessment

Creativity and Innovation

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to negotiate and deliver solutions to planning problems	Essential	Application, Interview, Assessment
Flexible approach to work organisation	Essential	Application, Interview, Assessment
Ability to craft planning reports which skilfully and concisely identify key determining issues and demonstrate the application of sound planning judgements, dealing with matters of principle and detail	Essential	Application, Interview, Assessment
Able to project manage handling of large applications to identify other service/	Essential	Application, Interview, Assessment

organisational input required in a timely and effective manner		

Financial Accountability

Criteria	Essential or Desirable	Application, Interview or Assessment
None but to have an understanding of delivering a service on time and the Planning Guarantee	Desirable	Interview

Impact upon the Organisation and the Community

Criteria	Essential or Desirable	Application, Interview or Assessment
Willingness to contribute to the service and organisational improvements and initiatives.	Desirable	Interview.
To demonstrate high levels of customer service, to be available and approachable for the public and councillors, and to be solution driven.	Essential	Application, Interview, Assessment

Management and Supervisory Responsibilities

Criteria	Essential or Desirable	Application, Interview or Assessment
None but to assist junior members of the team, if needed	Desirable	Interview.

Initiative and Independent Action

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to take day to day decisions. Able to judge when more complex or highly politicised issues need to be discussed with managers.	Essential	Application, Interview, Assessment
Able to manage the day-to-day interactions with other individual services and organisations	Essential	Application, Interview, Assessment

Additional Requirements

Criteria	Essential or Desirable	Application, Interview or Assessment
To demonstrate continual professional development	Essential	Application, Interview, Assessment
Full valid driving licence	Essential	Application

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 Check Required.