

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
<b>Job title:</b>	<b>Planning Officer</b>
<b>Service:</b>	Planning and Economic Development
<b>Team:</b>	Development Management
<b>Location:</b>	The Burys, Godalming, Surrey, GU7 1HR
<b>Reporting to:</b>	Area Team Leader
<b>Responsible for:</b>	N/A
OUR ORGANISATIONAL VALUES	
<b>Openness</b>	In Waverley we value <b>openness and honesty</b> where <b>communication</b> is <b>clear and constructive</b> and actions are <b>transparent</b> .
<b>Excellence</b>	In Waverley we value <b>excellence</b> , working in a <b>consistent</b> and <b>professional</b> way to achieve the highest standards possible, taking the time to recognise and <b>celebrate success</b> .
<b>Fairness</b>	In Waverley we value <b>fairness and respect</b> , working with <b>integrity</b> to ensure that everyone is treated well and has <b>equal access</b> to the <b>opportunities</b> available.
<b>Team Work</b>	In Waverley we value <b>team work and collaboration</b> , with <b>approachable</b> staff <b>actively contributing</b> to our shared corporate goals.
<b>Taking Ownership</b>	In Waverley we value taking <b>ownership</b> , where everyone feels <b>personally committed</b> to issues at hand and is working towards a <b>positive outcome</b>
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> <li>To achieve the rapid and accurate processing and determination of planning applications in accordance with the Council's planning policies and to defend the Council's decisions on appeal.</li> <li>To undertake investigations in respect of breaches of planning control and pursue enforcement action in appropriate cases including attendance at Court if necessary.</li> </ul>	
MAIN DUTIES AND ACCOUNTABILITIES	

### **Operational**

- Giving pre-application advice and processing of planning, listed building and other applications and notifications submitted under the Town and Country Planning Act and related legislations as directed by the Team Leader.
- Responding to general planning queries.
- Carrying out consultations as appropriate.
- Preparing reports on applications and notifications and making recommendations.
- Attending Committee meetings to present items as appropriate.
- Preparing evidence for appeals, attending informal hearings and acting as expert witness at local inquiries.
- Investigating breaches of planning control and preparing reports and recommendations on such matters.
- Attendance at informal hearings, local inquiries or court proceedings in connection with enforcement matters.

### **Business Continuity**

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.

- **Health and Safety**

Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

## **DIMENSIONS OF THE ROLE**

- Annual workload of the Service is:
  - Approximately 2,000 applications
  - Approximately 150 appeals
  - Approximately 50 Planning Contravention Notices issued
  - Approximately 15 Enforcement Notices served

## **AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT**

- Assessing planning proposals and developments against Council policy.
- Preparing recommendations on planning applications.
- Determining recommended course of action in relation to breaches of planning control.
- All in consultation with the Area Team Leader or Principal Planning Officer.

## **PLANNING/ORGANISING/CONTROLLING**

- Actioning workloads within specified timescales.
- Keeping all stakeholders updated in respect of applications.
- Preparing and presenting clear and accurate reports in respect of applications.

## **CUSTOMERS AND CONTACTS**

### **INTERNAL**

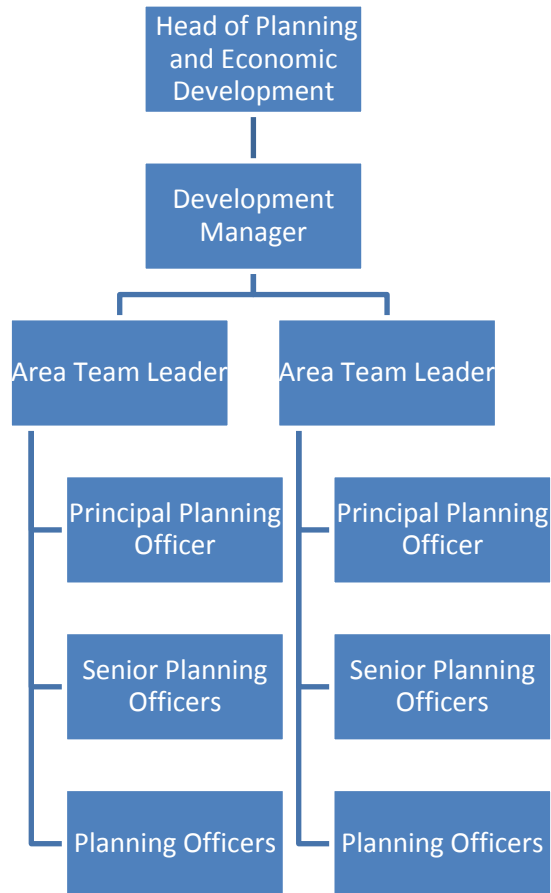
- All Service Staff
- Legal Section
- Committee Section
- Environmental Service
- Housing Service

- Leisure Services

**EXTERNAL**

- Applicants
- Agents
- Residents
- Developers
- Amenity Societies
- County Council Officers including Highway Authority Officers

**SERVICE/TEAM STRUCTURE**



## PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** within their application form marked A/C, A/I or A to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
<b>QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE</b>	<ul style="list-style-type: none"> <li>A degree</li> </ul>	A/C	<ul style="list-style-type: none"> <li>Degree in Town and Country Planning or equivalent</li> <li>Chartered Membership of the R.T.P.I.</li> </ul>	<p>A/C</p> <p>A/C</p>
<b>KNOWLEDGE /TECHNICAL SKILLS</b>	<ul style="list-style-type: none"> <li>Knowledge of the planning system and the development management process.</li> <li>Ability to read plans and drawings.</li> <li>Comfortable with the use of IT systems to generate documents and reports, reproduction of images and maps.</li> </ul>	<p>A/I</p> <p>I/E</p> <p>A</p>	<ul style="list-style-type: none"> <li>Experience of working in a planning Environment</li> <li>Awareness of Safeguarding</li> </ul>	<p>A/I</p> <p>A/I</p>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>Good oral and written communication skills.</li> <li>Able to handle conflict positively.</li> <li>Ability to negotiate effectively.</li> </ul>	<p>A/I</p> <p>I</p> <p>I</p>		
<b>CUSTOMER SERVICE</b>	<ul style="list-style-type: none"> <li>Commitment to customer care.</li> <li>Ability to display a calm professional</li> </ul>	A/I		

	<p>approach to customers.</p> <ul style="list-style-type: none"> <li>• Understanding of and commitment to promoting equality and diversity in service delivery and employment.</li> <li>• Accurate spoken English.</li> </ul>	I A  I		
<b>TEAM WORKING</b>	<ul style="list-style-type: none"> <li>• Able to work effectively as one of a team.</li> </ul>	I		
<b>MANAGING SELF AND OTHERS</b>	<ul style="list-style-type: none"> <li>• Clear analytical thinker.</li> <li>• Sound judgement.</li> <li>• Flexible approach to work.</li> </ul>	I I A		
<b>CAN DO APPROACH / ACHIEVING RESULTS</b>	<ul style="list-style-type: none"> <li>• Willing to take on new challenges.</li> </ul>	I I		
<b>SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.</li> <li>• Availability to attend evening meetings.</li> <li>• Full and valid driving licence.</li> <li>• Ability to carry out site visits.</li> </ul>	A  A A A		

#### How assessed

A = Application CV/Personal Statement

C = Certificates/professional Registration

- D = DBS police check
- E = Exercise
- I = Interview
- M = Medical assessment

**Politically Sensitive post: Political Restrictions**

Please note that the Local Government Officers (Political Restrictions) Regulations 1990 apply to this post. In general terms these provisions mean that the postholder is prohibited from:

- holding or standing for elected public office (except Town or Parish Councils);
- holding office in a political party;
- speaking or writing in public (including on social media) in a personal capacity in a way that might be regarded as favouring one or other political party;
- canvassing at elections

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<b>Job title:</b>	Planning Officer	<b>Post no:</b>	CA26 and CA65
<b>Service:</b>	Planning and Economic Development	<b>JE score:</b>	223
<b>Team:</b>	Development Management	<b>Pay band:</b>	PLN7
<b>Location:</b>	The Burys Godalming, Surrey GU7 1HR	<b>Position type:</b> (if part time, working pattern)	Full time 37 Hours/ Five day week
<b>Competencies: (level 1 – 4)</b>	Communication:	<b>2</b>	
	Customer Service:	<b>2</b>	
	Team Working:	<b>2</b>	
	Managing Self and Others:	<b>2</b>	
	Can do approach/Results	<b>2</b>	
<b>REVIEWED BY:</b>	Chris Berry	<b>DATE:</b>	September 2019
<b>CHECKED IN:</b>	HR	<b>DATE:</b>	September 2019
<b>LAST UPDATED:</b>		<b>DATE:</b>	