

NEWARK AND SHERWOOD DISTRICT COUNCIL

JOB DESCRIPTION

POST TITLE: Planner **SERVICE AREA:** Growth & Regeneration

J.E.REF. NUMBER: 479 **SECTION:** Development
Policy
Conservation
Enforcement

GRADE: NS11 **DATE:** February 2018

RESPONSIBLE TO: Business Manager – Development
Business Manager - Planning Policy

LIAISON WITH: Elected members, senior officers of the Council, Parish Councils and external agencies, internal and external customers

PURPOSE OF JOB:

To provide for the effective delivery of services in one of the following roles:

Planning applications
Planning enforcement
Planning conservation
Planning policy

MAIN ACTIVITIES, DUTIES AND RESPONSIBILITIES:

General

1. To provide advice to customers (internal and external) on issues falling within the post holders area of knowledge or expertise.
2. To provide advice to Parish Councils, community groups and external partners on issues falling within the post holders area of knowledge or expertise.

Activities – all posts

To appear at public enquiries, hearings and at court, to present the Council's case and act as a professional witness.

To deal with the determination of applications in relation to planning and related applications.

To write reports on issues, either for presentation to more senior officers, Committee and external groups.

To visit sites and make assessments of issues and be able to form a view or reach a decision with regard to determination of an application, formulation of a policy or procedure, or the provision of advice.

To provide written and verbal advice to customers or groups of customers on an appropriate course of action.

Specific activities

Planner – Development

1. To deal with and make recommendations on all planning and related applications under delegated powers.
2. To deal with and make recommendations on all planning and related applications which are to be dealt with by committee.

Planner – Enforcement

1. To write reports on all enforcement related planning issues (including trees and conservation issues) which are to be dealt with by committee and senior officers.
2. Assist with the provision of the planning enforcement service (whilst reporting to the Business Manager – Development) in accordance with the agreed Enforcement Policy).
3. To carry out inspections and investigations into planning related breaches (including working out of normal hours), and to recommend courses of action, reporting to the Business Manager – Development and elected Members as appropriate.
4. To ensure that the enforcement records and register are maintained in an up to date way.

Planner – Conservation

1. To deal with all types of heritage or related applications for consideration under delegated powers.
2. To deal with all types of heritage or related applications which are to be dealt with by committee.

Planner – Planning Policy

1. To prepare reports for consideration by and presentation to senior officers and/or committee in relation to Planning Policy matters.
2. To undertake appropriate research on planning policy and related matters, and to contribute to the Council's spatial planning documents eg the LDF and related plans, under the guidance of the Business Manager- Planning Policy.

HEALTH AND SAFETY

You will uphold the District Council's Health and Safety Policy and amendments made thereto by the District Council and comply with all relevant health and safety legislation.

RISK MANAGEMENT

The Council is committed to the effective management of risk. It is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management, as outlined within the Council's Risk Management Strategy and Policy.

SAFEGUARDING

The Council has a statutory obligation to safeguard and promote the welfare of children and vulnerable adults. This responsibility sits with all those individuals who provide services on behalf of the Council, including all those who work with children, young people and families; those who manage staff within this work; staff who work with mothers, fathers, carers and other adults who have contact with children; staff who have both direct and indirect contact with children, including administration, support and back office staff; contractors; volunteers, community groups and the general public.

CODE OF CONDUCT

You will ensure compliance with the Council's Standing Orders, Financial Regulations, Codes of Practice and all other policies and regulations.

EQUAL OPPORTUNITIES

You will uphold Newark and Sherwood District Council's Equal Opportunities Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.

TRAINING

You will keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate, for the individual, or as required for effective performance of the duties of the post.

The post requires the individual to have regular access to a vehicle to enable them to travel within/outside the district to carry out their duties. Duties may include (but are not restricted to) attending meetings, different work locations, conducting site and other visits and transporting heavy/bulky equipment or materials for business purposes as and when required.

This Job Description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Authority will expect this job description to be subject to revision.

The Council is committed to equal opportunities. As part of its policy it has been agreed that

applicants wishing to work on a 'Job Share' basis will be considered on an individual basis. Since it is not possible for all posts to operate in this way, if you wish to enquire about 'Job Sharing' you should contact the Human Resources Section in the first instance.

Signature of Postholder

Date

PERSONAL ATTRIBUTES	ESSENTIAL – Political sensitivity and awareness	Application form, interview, written test, presentation
	ESSENTIAL - Ability to relate well to customers	Application form, interview, written test, presentation
	ESSENTIAL - Commitment and responsiveness to customer consultations	Application form, interview, written test, presentation
WORK CIRCUMSTANCE	ESSENTIAL – Able to attend meetings in all areas of the District	Application form, interview
	ESSENTIAL – Able to attend evening committees, Parish Council and public meetings throughout the District	Application form, interview
	ESSENTIAL – Understanding of the roles of elected Members and others	Application form, interview

This Authority Operates a No Smoking Policy

N.B. The above specification defines the minimum essential requirements of the job, but the Council will have regard to the Disability Discrimination Act and will make “reasonable adjustments” to help applicants with a disability achieve these standards. Compliance with all the requirements of the job description and person specification does not guarantee an interview. However, disabled candidates who meet the minimum essential criteria will be guaranteed an interview. It may be necessary to use additional criteria at the short-listing stage.