

Job Description

Post Title:	Senior Planning Officer	Grade:	10
Post No:			
Directorate:	Communities	Section:	Development Management
Responsible to:	Development Manager	Responsible for:	Planning Officer and Planning Assistant
Location:	Civic Centre		

Overall Job Purpose:

To assist in the management of members of the Development Management team to achieve :-

- the provision of an efficient and effective Development Management service;
- high performance standards;
- high standards of development; and
- the delivery of a quality customer service.

Key Tasks & Responsibilities:

KEY TASKS AND RESPONSIBILITIES

1. To deal with all aspects of Development Management including: -
 - Processing planning applications (in particular complex / major planning applications);
 - Lead on major infrastructure projects
 - Negotiation of legal agreements;
 - Attending Planning Committee meetings and present items when required
 - Preparing evidence for and attending informal hearings, public inquiries and court as expert witness;
 - Exercising delegated authority to determine planning and related applications in accordance with delegation arrangements and relevant policies and guidance;
 - Dealing with planning and service enquiries from service users;
 - Ensuring that appropriate record systems are in place;
 - Ensuring that high standards of development are achieved.
 - Seek and develop good working relationships with members
 - Assist when required, in developing Policy as part of the Local Plan

2. To be responsible for managing the performance of the Planning Officer and Planning Assistant within the team including allocating, checking and signing delegated officer reports
3. To be involved in corporate issues affecting Development Management.
4. To represent the Planning Service at Agents' Focus Groups, Parish Council meetings and meetings of other bodies as required.
5. To contribute to a continuous improvement in service delivery.
6. To keep up to date with planning and other relevant legislation, good practice and guidance affecting the work of the team and, with the Head of Planning Services and the Development Manager, to ensure that guidance, procedure and practices are revised accordingly.
7. To formally deputise for the Development Manager, as required.
8. To work with external partners to deliver the council's corporate priorities
9. To undertake such duties as may from time to time be required by the Head of Planning Services.

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.

Special Conditions:

(e.g. week-end work, shift allowance, car/telephone allowance)

- Casual car user allowance.
- Occasional working may be required outside normal office hours.
- The council operates a strict non-smoking policy.

This Job Description is current at the date shown below. In consultation with you it is liable to variation by management to reflect, or anticipate changes in, or to, the job.

Prepared by: Head of Planning Services	Date: September 2022
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Post Holder Signature:	Date:
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