

# Job Pack

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**Specialist  
Advisor  
Planning –  
Development  
Management**



Lewes District Council



Working in partnership with Eastbourne Homes

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## Location

Thank you for taking the time to look at the details of this post.

Located in the heart of the Sussex countryside and one of the principal towns of the South Downs National Park Lewes offers the best of town and country. It is no surprise that the District is considered among the most desirable places to live and work in the UK.

Lewes town is one of the jewels of the South Downs National Park and the District also possesses many picturesque towns and villages, all with their own unique character.

Whilst nearby Eastbourne is a resort town on England's southeast coast. On the seafront are Victorian hotels, the 19th-century Eastbourne Pier and a 1930s bandstand. Discover a wide range of shops in Eastbourne from high street shopping at The Beacon to the quaint Victorian shopping streets of Little Chelsea, and the boutiques in the Enterprise Centre.

One of the most attractive aspects of living and working in the Lewes and Eastbourne area is the quality of life it has to offer. It is a truly exceptional location. Make the most of the area by enjoying a wide range of activities including country walks, water sports and much more.

Our offices in Lewes and Eastbourne are located close to Train Stations with direct connections to the coast and London. However, the Council provide all the necessary IT and infrastructure to enable home working and maintain a good work life balance

***“The best of town, country and coast”***

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## Job Description

<b>Post Title</b>	<b>Senior Planner (Specialist Advisor)</b>
<b>Service Area</b>	<b>Regeneration and Planning</b>
<b>Team</b>	<b>Planning First</b>
<b>Grade / salary</b>	<b>D / E</b>
<b>Reports to</b>	<b>Senior Specialist Advisor</b>
<b>Date prepared</b>	<b>June 2017</b>

### Job Purpose

- To process and make recommendations on planning applications and other matters dealt with by the Development Management (DM) team
- Provide customer focused specialist advice on a range of statutory and non-statutory services.
- To input and deliver appropriate areas of the Corporate Strategy and associated policies and plans.
- To provide technical input to corporate projects and strategic programmes.
- Assess, process, and recommend a diverse caseload of planning applications and associated appeals.
- Support and develop the in-house Lewes/Eastbourne DC planning team to ensure the delivery of a high quality, effective, efficient customer focussed service
- Contribute to the design, development, and implementation of planning activities from a development management perspective.

### Key Accountabilities

- Support, motivate and develop the professional officer team based in Lewes District Council in the delivery of designated services. Planning Applications in the Lewes Area including the South Downs National Park (SDNP)
- Support the processing and determination of planning and other applications within the area of responsibility, including determination and delivery of own caseload including delegated powers where appropriate

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- Assess potentially significant applications to refer to the Senior Specialist Advisor/Head of Service for sign off where appropriate
  - Input into strategic enforcement/compliance initiatives within the Lewes District Area including the SDNP
  - Provide pre-application advice to prospective applicants for all development schemes
  - Ensure preparation and presentation of reports are delivered in a timely manner and in accordance with procedures
  - Manage the allocated appeal caseload and the preparation of Statements and Proofs of Evidence in respect of appeals to the Secretary of State and work with legal representatives as appropriate • Represent the SDNP at Informal Hearings and at Public Inquiries in appropriate cases and to support Local Authorities on appeals that have an impact on SDNP interests
  - Manage negotiations on legal issues in connection with all relevant DM team activities • Manage effective and constructive negotiations on all planning matters
  - Provide regular monitoring reports and data relating to performance to identify and implement improvements.
  - Represent the Council at public meetings and events (including presenting) in relation primarily to development management issues and policy as required.
  - This is a politically restricted post as defined by the Local Government and Housing Act 1989 Revised September 2018
  - Other duties requested by the Council in line with the grading of this post.

## **Key Tasks**

### **Level 1**

1. To deliver a specialist, professional service with high standards of advice and support and resolving cases of varying complexity as they arise.
2. Ensure compliance with statutory regulations, legislation, professional codes of practice and adherence to Council policy.
3. Being accountable for complex or contentious applications, cases, and inspections, ensuring satisfactory resolution and liaising with external agencies and partners including courts, tribunal services and other formal bodies.

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4. Support, guide and advise the case management teams, customer services and mobile locality teams delivering the service on less complex cases.
  5. Specify and manage projects, budgets and contracts that deliver community and corporate objectives.
  6. Prepare and present reports to Cabinet, Council committees and other internal and external meetings.
  7. To provide technical expertise for strategy development.
  8. Ensure personal, professional development is maintained to the required standards.

## **Level 2**

As above and.

9. Develop and manage Council policies and contribute to the Corporate Plan and the development of service strategy across the councils alongside the Strategic and Partnership Leads.

## **Corporate Accountabilities**

1. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
2. To Promote a culture that is supportive of the Council's purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
3. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Council's activities.
4. To understand and apply the council's Data Protection and Data Quality policy and procedures.
5. Any other duties commensurate with the nature of the post.
6. To work within the Council's Core Competencies Framework. Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

## Core Competencies

Sharing the Vision - Shaping the Future	<ul style="list-style-type: none"> <li>• Understands the Council's purpose, context, goals, objectives, and values, and is willing to behave consistently with them.</li> <li>• Knows the strategic direction of the Council and acts in support of it.</li> </ul>
Communicating Well	<ul style="list-style-type: none"> <li>• Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally.</li> <li>• Works positively to gain understanding from others.</li> </ul>
Driving Improvement Performance &Results.	<ul style="list-style-type: none"> <li>• Takes responsibility and ownership for decisions, actions, and results.</li> <li>• Takes actions to improve skills, knowledge, and level of contribution.</li> <li>• Seeks and delivers high standards for self, team, and Council</li> </ul>
Self-Management	<ul style="list-style-type: none"> <li>• Self-motivated and professional.</li> <li>• Is organised and uses time and technology efficiently.</li> <li>• Adopts a flexible approach to change</li> </ul>
Delivering for our Customers	<ul style="list-style-type: none"> <li>• Demonstrates a desire to identify and give priority to meeting and exceeding the needs of internal and external customers, generating high levels of customer satisfaction</li> </ul>
Working Together	<ul style="list-style-type: none"> <li>• Actively contributes to team working, sharing information, valuing the input of others.</li> <li>• Works co-operatively and is committed to building, productive, positive relationships.</li> <li>• Demonstrates commitment to achieving overall team objectives</li> </ul>

**This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.**

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## PERSON SPECIFICATION

### QUALIFICATIONS

<b>Essential</b>	<b>Desirable</b>
<p>5 GCSE (or equivalent) at Grade C or above including Maths and English OR equivalent (or qualified by strong relevant experience.</p> <p>Relevant qualification or qualified by track record of relevant experience.</p> <p>Relevant specialist qualification as per statutory requirements and / or if appropriate qualified by track record of relevant experience.</p> <p>Completion of a degree or post-graduate planning course or equivalent, providing eligibility for membership of the Royal Town Planning Institute (RTPI).</p>	

### TRAINING

<b>Essential</b>	<b>Desirable</b>
<p>Commitment to undertake continuing professional development.</p>	

### SKILLS & ABILITIES

<b>Essential</b>	<b>Desirable</b>
<p>Proactive with commitment to provision of excellent customer service.</p> <p>Ability to prioritise, meet deadlines and work effectively under pressure.</p> <p>Good communication skills both written and verbal to include report writing, presentation and influencing skills.</p> <p>Verbal reasoning.</p> <p>Decision making and problem solving.</p> <p>Committed to high standards of performance and quality.</p>	<p>Practical experience of Development Management preferably in a UK local authority. This should include dealing with planning and related applications and also appeals.</p> <p>Able to deal with a relatively high volume of applications whilst developing skills and experience at dealing with more complex and varied proposals as appropriate.</p> <p>Experience of undertaking site visits and surveys. You'll have the ability to read and assess plans, negotiate with developers to bring forward high quality developments, write accurate and</p>



<p>Able to communicate effectively with customers, colleagues, Council Officers, and external agencies.</p> <p>Ability to effectively organise own and team workload to meet deadlines. Good organisational skills and experience of managing own workload with minimum supervision and ability to cope with high workloads and pressure.</p> <p>Ability to mentor and coach other team members.</p> <p>Ability to actively listen in order to extract and assess important information to ensure that the appropriate arrangements are made to support the customer's needs.</p> <p>Ability to work calmly and sensitively. To be confident, flexible and the ability to work on own initiative.</p> <p>Ability to use IT systems to gather, store and produce reports and process information.</p> <p>Ability to work, support and deliver services within the Councils Equalities Policy.</p> <p>Full Driving licence</p>	<p>concise reports, as well as meet tight deadlines.</p> <p>Able to carry a caseload of planning applications and appeals and determine these within set deadlines and in accordance with quality indicators.</p> <p>Able to work flexibly in a changing environment responding quickly to conflicting workloads and changing priorities.</p> <p>Able to identify the need for guidance from more senior staff</p> <p>Able to communicate in a sensitive and effective manner both orally and in writing and able to deal effectively with Members, the public, officers in other departments and outside organisations</p> <p>Able to demonstrate effective negotiation skills both inside and outside the authority, e.g. experience of negotiating major planning gain, complex enforcement matters</p> <p>Ability to interpret legislation, and to impart knowledge to the wider team.</p> <p>Able to assess existing work practices and make recommendations for improvements.</p> <p>Prior working knowledge of IDOX Uniform or similar back office systems.</p>
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## KNOWLEDGE

<b>Essential</b>	<b>Desirable</b>
<p>Knowledge of Planning back office systems (e.g. IDOX UNIFORM)</p> <p>Working knowledge of Microsoft Office.</p> <p>Excellent Knowledge of services provided across the councils.</p> <p>A good knowledge of the working practices and methodologies of at least one of the relevant specialist services.</p> <p>Good working knowledge of legislation and developments within the specialism.</p> <p>Equalities policy and procedures.</p>	<p>Good knowledge of terminology and acronyms used by service areas.</p> <p>Contracts and procurement methods and practices.</p> <p>Project and/or change management.</p> <p>Must keep up to date through continuous professional development.</p>

## EXPERIENCE

<b>Essential</b>	<b>Desirable</b>
<p>Professional competence / expertise and proven experience in the relevant specialism(s).</p> <p>Assisting in planning and delivering projects/ programmes.</p> <p>Preparation and presentation of reports.</p> <p>Experience in dealing with service users and stakeholders.</p>	<p>To carry a caseload of planning applications at varying levels of complexity, to process them within a predetermined timeframe and to assist in the presentation of schemes to a planning committee or defend at appeal.</p> <p>To maintain an up to date technical knowledge of planning related legislation, principles and practice including knowledge of climate science and planning law.</p> <p>To give clear, concise, and empathetic advice to Councillors, residents, and developers on matters of planning and Council processes</p> <p>To identify and assist in service improvements and at a senior level to assist with mentoring junior staff</p>

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## PHYSICAL, LEGAL AND OTHER REQUIREMENTS

Essential	Desirable
<p>An engaging, enthusiastic, and positive manner with a strong “can do” approach. Able to undertake site inspections.</p> <p>Ability to travel across Lewes District and Eastbourne Borough.</p> <p>Willingness to work within the council’s Core Competency Framework.</p> <p>Willingness to develop skills and knowledge in other areas to provide flexibility within the service.</p>	

***All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.***

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# TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Eastbourne Borough Council.

## Duration

This is a permanent contract.

## Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded Band D/E.

## Salary

The spinal column points (SCP) for the post are as follows:

SCP 15	£24,423	SCP 20	£26,966	SCP 25	£30,095
SCP 16	£24,911	SCP 21	£27,505	SCP 26	£30,984
SCP 17	£25,410	SCP 22	£28,056	SCP 27	£31,895
SCP 18	£25,919	SCP 23	£28,226	SCP 28	£32,798
SCP 19	£26,437	SCP 24	£29,174		

## Hours

The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

## Place of Work

Your normal place of work will be from home, however you will be required to attend the offices at either Eastbourne or Lewes, or such other places within the boundaries of Lewes District and Eastbourne Borough as may be reasonably required.

In particular, you will be required to:

- Budget for and cover the costs of all expenses incurred (including travel costs) to attend Team Meetings or Events, as well as for training at any of the Councils' sites.
- Budget for and allocate time to travel to appointments in the Councils boundaries where required. For example, visits that need to be performed as part of your role and cannot reasonably or appropriately be carried out remotely.
- Budget for and cover all postage costs (including return postage from Councils sites to your home) for all IT and other work equipment, when this needs to be replaced or updated. This includes but is not limited to, your work phone/headset and your laptop, such as for updates to software that need your laptop onsite connected to the LAN.

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- Continue to participate in all meetings as reasonably required, such as 121 meetings, team meetings, attendance management meetings, or consultations on any proposed changes, such as restructures. Where possible and appropriate, these meetings will be conducted remotely but where it is not possible or it is deemed inappropriate for the meeting to be conducted remotely, you will be required to cover all expenses incurred (including travel) for your attendance at said meetings.

### **Probationary Period**

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

### **Casual User Car Mileage**

You will be entitled to mileage as a casual user on official business. This mileage is reviewed annually.

### **Annual Leave**

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 25 days. This increases to 29 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

### **Notice Period**

The contract of employment applicable to this post will specify a minimum period of one calendar months increasing to two calendar months when paid from SCP 23, to be given by either side.

### **Pension**

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

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The contribution bands with effect from 01 April 2022 are:

Pay Range	Contribution
Up to £15,000	5.50%
£15,001 to £23,600	5.80%
£23,601 to £38,300	6.50%
£38,301 to £48,500	6.80%
£48,501 to £67,900	8.50%
£67,901 to £96,200	9.90%
£96,201 - £113,400	10.50%
£113,401 - £170,100	11.40%
£170,101 or more	12.50%

The pay ranges will be increased each year from 01 April in line with inflation.

Based on the salary for this role, the contribution will be 6.5%