

JOB DESCRIPTION

1. **Service Team** **Development Services**
2. **Post Title** **Assistant Planning Officer Grade E to
Planning Officer Grade F**
3. **Post Number** **BDDC65**
4. **Post Grade** **E-F Depending upon qualifications and experience**
5. **Section** **Development Services**
6. **Responsible to** **Development Management Team Leader**
7. **Responsible for** **N/A**

8. **Main Purpose of Job**
 - 8.1 To deliver high quality, robust and transparent decision making within tight time frames to ensure that the Planning Service is recognised as delivering an excellent planning service for all our customers. To independently manage a large caseload of planning applications, pre-application advice requests and correspondence to agreed and identifiable time scales and delivering a well-reasoned officer recommendation which delivers a successful planning outcome.
 - 8.2 Progression through the career grade will require the post holder to manage more complex planning applications and to work with a reduced level of supervision and support.
 - 8.3 To coach, support and mentor junior technical admin and planning officers to help them acquire the skills and knowledge so that they can be self-reliant in dealing with technical and people issues.

- 9.0 **Specific Tasks**
 - 9.1 To work on a range of development management casework including, pre-application advice, the processing of planning applications, and other planning applications of varying degrees of complexity, ensuring that these are effectively and efficiently carried out to identifiable deadlines in a manner that is consistent with planning policy and is successful in meeting service-wide and corporate targets and objectives.
 - 9.2 Assess, negotiate and set out clear and robust recommendations in an accurate, well written officer report based on relevant planning policies and other material considerations.
 - 9.3 To present planning case reports to the Planning Committee and represent the service at public meetings where appropriate.
 - 9.4 To lead on the preparation of written evidence for written representation appeals and appeal informal hearings

- 9.5 To lead on and represent the Council as the expert planning lead at informal appeal hearings.
- 9.6 Ensure that service-wide and corporate performance indicators, targets and customer service standards are met for the full range of the workload.
- 9.7 To answer enquiries in accordance with the Council's planning and pre-application advice scheme and Duty Planner service.
- 9.8 To provide advice and guidance on planning matters to colleagues, stakeholders and elected members.
- 9.9 To maintain knowledge of current and emerging legislation, development management plans and policies and to take a proactive approach to relevant changes in legislation.
- 9.10 To continue professional development towards Chartered Membership of the Royal Town Planning Institute (MRTPI)
- 9.11 To contribute to the development of new working practices and continued service improvements as appropriate.
- 9.12 To coach, support and mentor junior technical admin and planning officers to help them acquire the skills and knowledge so that they can be self-reliant in dealing with technical and people issues.

10.0 General

- 10.1 To adopt sustainable working practices in terms of the way services are delivered and in respect of the way the council consumes materials and energy.
- 10.2 Ensure that services are delivered in compliance with existing and new health and safety legislation and the council's health and safety policy and ensuring that duties are pursued in a safe manner with due regard to the health and safety of self and others.
- 10.3 To adhere to all council policies and ensure all council policies are properly complied with throughout the service team; and ensure the council's responsibilities in relation to safeguarding children/adults are discharged in relation to services managed by the post holder
- 10.4 To carry out any other duties which fall within the broad spirit, scope, levels and purpose of this job description.
- 10.5 Job descriptions will be subject to review and possible change on an annual basis subject to corporate priorities