

Designation:	Senior Planning Officer (Majors)
Grade:	Stroud 6
Hours:	37 hours per week
Location:	Ebley Mill
Job Purpose:	To evaluate and process major planning applications
Responsible to:	Principal Planning Officer (Majors)
Responsible for:	Supervision of Major Sites Co-ordinator/Planning Technician

KEY DUTIES

- To manage and process a caseload of complex Major planning and other related applications, making recommendations that demonstrate a clear understanding of the planning balance, within Government targets. Providing well researched, comprehensive, clear and concise officer reports
- To provide high quality, informative responses to pre-application planning enquiries within identified timescales
- Provide professional, high quality advice to all customers, negotiating with applicants and agents to achieve high quality outcomes that demonstrate innovation and a willingness to find solutions
- To actively participate in the Development Team approach for all Major applications
- To prepare appeal statements, statements of common ground and, where necessary, Proofs of Evidence. Represent the Council at appeal Hearings and appear as Expert Witness at Public Inquiries, as required
- To attend and present applications to Development Control Committee and Sites Inspection Panel
- Proactive engagement and communication with stakeholders, statutory consultees and elected Members in relation to planning applications and appeals
- To attend and advise at meetings with stakeholders, such as Parish and Town Councils
- To contribute to negotiations on Section 106 Legal Agreements relating to planning applications
- To make balanced judgements on all planning matters, applying Local, National Planning Policy and taking a broad range of multi-disciplined material considerations into account
- To demonstrate great attention to detail, taking responsibility for well presented, professional correspondence and documents (including emails, letters, reports and decision notices)
- Mentor and provide guidance and technical advice to Major Sites Co-ordinator/Technicians
- Assist with co-ordinating work undertaken by external consultants in association with planning applications and appeals as required

- Approach all work in a positive manner, demonstrating a can-do attitude.
- Any other planning related tasks as required by their line manager

SKILLS AND KNOWLEDGE

- Member of the RTPI (or eligible and committed to becoming a member within 3 years post appointment)
- Excellent understanding and appreciation of Local and National Planning Policy, regulations and guidance.
- Excellent written and verbal communication skills
- Excellent IT skills, including use of MS Office software and Document Management systems
- Ability to manage own time and workload
- Flexibility in approach
- Good team worker
- Ability to research and problem solve
- Committed to providing excellent customer service

COMPLEXITY AND CREATIVITY

- The level and complexity of planning applications being considered by the post holder will require an excellent understanding of planning legislation and case law, ability to apply the planning balance and an ability to consider imaginative solutions
- Respond promptly and politely to queries and complaints
- Fostering a culture of excellence, collaboration and positive enthusiasm within the team
- Diplomacy
- The ability to show initiative and implement improvements to administrative practices

JUDGEMENT AND DECISIONS

- Routine decisions day to day with all formal decisions being referred to line manager or delegated team.
- Responsible for making judgements on planning and other related applications and compliance with regulations and planning policy.

CONTACTS

- Members of the Council
- Members and staff of other Local Authorities/Partner Agencies
- Suppliers
- Members of the Public
- Applicants and Agents
- Town and Parish Councils

RESOURCES

- No responsibility for financial resources

TRAVEL DESIGNATION

- HMRC mileage rates apply

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.