

<b>Designation:</b>	<b>Senior Planning Officer</b>
<b>Grade:</b>	<b>Stroud 5</b>
<b>Hours:</b>	<b>37 hours per week</b>
<b>Location:</b>	<b>Ebley Mill</b>
<b>Job Purpose:</b>	<b>To evaluate and process planning applications</b>
<b>Responsible to:</b>	<b>Team Manager (Development Management)</b>
<b>Responsible for:</b>	<b>Planning Technician</b>

## KEY DUTIES

- To consider and process a case load of more complex planning and other applications, including consultations with others, negotiations with applicants and/or their agents, carrying out of site inspections, and the preparation and drafting of recommendations and reports for delegated and committee decision.
- Attending and advising meetings of outside bodies, such as Parish/Town Councils, when required by the Planning Manager or Team Manager (Development Management).
- To represent the Council as expert witness at public inquiries, informal hearings, and court proceedings, when required by the Planning Manager or Team Manager (Development Management).
- To provide pre-application advice and opinions.
- To provide guidance and assistance to planning officers and planning technicians.
- To represent the Council's views in dealing with enquiries regarding the application of planning policy, legislation and other related matters in person, on the telephone, and in writing.

Work subject to deadlines involving changing problems, circumstances or demand.

## SKILLS AND KNOWLEDGE

- The post holder is expected to be a member of the RTP1, or eligible to become a member, or have significant planning experience as a case officer for planning applications.

- Excellent communication skills both verbal and written
- Committed to excellent customer service
- An understanding of administrative processes and systems
- Experience of staff management or supervision
- Appreciation of budgets and expenditure
- Experience of working with the public
- IT Literate
- Ability to manage own time and workload

## COMPLEXITY AND CREATIVITY

- The level and complexity of planning applications being considered by the post holder will require an appreciation of planning legislation and a willingness to consider imaginative solutions.

Creativity and innovation are essential to the job and need to be regularly exercised within general guidelines.

## JUDGEMENT AND DECISIONS

- Required to exercise discretion in a range of areas where advice is not normally available and policies and procedures provide only general guidelines.

## CONTACTS

- Applicants and agents
- Members of the public
- Members and staff of other local authorities/partner agencies, including senior officers
- Local Councillors and members of staff
- Suppliers and contractors

## RESOURCES

- Little or no responsibility for financial resources

## TRAVEL DESIGNATION

Casual car user

## GENERAL

- 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.

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