

Designation:	Senior Planning Officer
Grade:	Stroud 5
Hours:	37
Location:	Ebley Mill
Job Purpose:	To evaluate and process planning applications
Responsible to:	Team Manager, Development Management
Responsible for:	The Direct supervision of at least one employee carrying out tasks in one identifiable area of work.

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 and appeal statements.
- 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 in a timely, professional and consistent manner.
- 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.
- Attend and report to meetings of the Development Control Committee and Sites Inspection Panel.
- To undertake 1:1's with appropriate staff.
- To respond to queries and complaints.

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

SKILLS AND KNOWLEDGE

- The post holder is expected to be or working towards becoming a full member of the RTPI.
- Demonstrate a clear understanding of planning policy and legislation
- 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

Ability to undertake work of a variety of advanced tasks, confined to one function or area of activity, which requires detailed knowledge and skills in a specialist discipline

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 and a willingness to consider imaginative solutions.
- Fostering a culture of excellence, collaboration and positive enthusiasm within the team.

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

JUDGEMENT AND DECISIONS

Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

CONTACTS

- Members of the Council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public

Contact required in respect of service delivery issues where the content and outcome are not straightforward or well established and could involve more detailed assessment, planning, evaluation, care and assistance. Some authority in the provision of services is required.

RESOURCES

Little or no responsibility for physical or financial resources.

TRAVEL DESIGNATION

Mileage travelled on Council business will be reimbursed at the HMRC rate in accordance with the Council's Travel and Subsistence Policy.

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.