

TENDRING DISTRICT COUNCIL

| ROLE DESCRIPTION | | | |
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| Department: | Planning | Post No: | P0321 to 0326 |
| Job Title | Planning Officer | Grade: | 6-9 Career Graded |
| | – ('Senior Planning Officer' at Grade 9). | | |
| Reports to: | Team Leader | | |

1 Main Purpose of the Role

The post holder may be primarily assigned to the Policy, Major / Minor or Enforcement teams within the department.

To contribute to the Planning and Regeneration Service in order to deliver an efficient and effective customer focused service that also meets the statutory responsibilities of the Council as the local planning authority and helps to achieve the objectives set out in the development, service and corporate plans.

To undertake the tasks required depending on the team the post holder is primarily assigned to including (but not exclusively) work associated with the preparation of the LDF and related policy; projects; provision of pre application advice; dealing with a case load of applications, appeals and enforcement (subject to the final decision of the Section Manager); and other related tasks.

2 Principal Activities

2.1 Depending on the team the post holder is primarily assigned to the activities include:

Policy – preparation of planning policy and supporting evidence, giving evidence at public inquiries, provision of policy advice and briefings, and responses to government consultations.

Major / Minor Applications – to deal with a case load including pre-application enquiries/negotiations, applications, appeals, enforcement and other planning related matters

Enforcement – to deal with a case load including initial investigation of alleged breaches of planning control and subsequent action as appropriate.

The complexity of work assigned to the post holder will be determined by their level of experience. The post holder may be required to work in, or undertake work for, other sections and teams of the department as operational needs dictate.

2.2 To prepare and present reports or evidence to Committees, Public Inquiries and the Courts and, if required to Council, Cabinet and Management Team, ensuring a high standard of written and oral presentation.

2.3 To provide advice to Members and officers of the Council and service users within the remit of the section and to provide productive working relationships.

2.4 Attending the internal working parties and meetings as required to represent the section or department or to support the Head of Department as required.

2.5 To contribute to the continuous review of the service in order to deliver service improvements

2.6 *Such other duties as may be required by the Council from time to time.*

3 Corporate Responsibilities

- 3.1 Maintain a constant focus on service improvement within the section seeking continuous improvement in reducing costs, increasing efficiencies and looking for alternative delivery methods e.g. shared services.
- 3.2 Must contribute to good performance on relevant performance indicators both local and statutory.
- 3.3 You are required to promote, apply and adhere to the Council's HR and ICT policies, procedures and schemes, including but not exclusively: Age, Alcohol, Drugs and Substance Abuse, Equality and Diversity, Flexible Working Hours, Discipline, Grievance, Harassment, Health, Safety & Welfare; Lone Working, Managing and Developing Personal Performance (MDPP), No Smoking, Sickness & Ill Health, Stress, Violence at Work and Working Time Regulations. E-Mail, Internet, Intranet, IT Monitoring, ICT Security, Records Management and Retention as well as financial and contract regulations, delegated powers, the Data Protection Act and the Freedom of Information Act.

4 Special Conditions

- 4.1 You will be required to attend evening meetings, work all reasonable hours to ensure deadlines are met and attend out-of-hours emergencies from time to time.
- 4.2 You must keep up to date with and implement any changes insofar as they apply to your role be they new or amended legal requirements, internal and external policies or any Council or delegated decisions.
- 4.3 You must work to any standards imposed by the Council in maintaining and improving its status under Investors in People (IIP)

This job description is a guide to the duties the postholder will be expected to undertake. It is not required to be exhaustive or exclusive and will be changed as working requirements dictate.

TENDRING DISTRICT COUNCIL

PERSON SPECIFICATION

Job Title: Planning Officer ('Senior Planning Officer' at Grade 9).

Post No: P0321 to 0326

It will help the assessment of your application if you ensure it addresses each of the requirements set out in this document.

PROFESSIONAL & TECHNICAL DEVELOPMENT

- Level 6 or 7 qualification in planning or other relevant discipline, or otherwise working towards such a qualification.
- To achieve Grade 9 Senior Planning Officer job title, chartered status of the Royal Town Planning Institute (MRTPI) will be necessary.
- Preferably experience of undertaking similar functions and duties to those in the job description.
- To achieve Grade 9 Senior Planning Officer job title, experience of at least two of: policy formulation, development management or enforcement and of preparing and giving evidence at Public Inquiries or Court, and negotiating on s106 obligations will be necessary.
- Preferably experience of giving sound professional advice and building success through effective and productive working relationships with colleagues, service users and (ideally) elected Councillors.
- Able to operate MS-Word, Excel, Outlook and planning related software packages (a Level 2 IT qualification would be an advantage but is not essential).

COMPETENCY REQUIREMENTS

The following competencies will be used in making the initial selection decision:

2.2 Adhering to Principles and Values

- a. Upholds ethics and values.
- b. Demonstrates integrity.
- c. Promotes and defends equal opportunities, builds diverse teams.
- d. Encourages organisational and individual responsibility towards the community and the environment.

3.2 Persuading and Influencing

- a. Makes a strong personal impression on others.
- b. Gains clear agreement and commitment from others by persuading, convincing and negotiating.
- c. Promotes ideas on behalf of self and or others.
- d. Makes effective use of (internal) political processes to influence and persuade others.

4.1 Writing and Reporting

- a. Writes clearly, succinctly and correctly.
- b. Writes convincingly in an engaging and expressive manner.
- c. Avoids the unnecessary use of jargon or complicated language.
- d. Writes in a well-structured and logical way.
- e. Structures information to meet the needs and understanding of the intended audience.

4.2 Applying Expertise and Technology

- a. Applies specialist and detailed technical expertise.
- b. Develops job knowledge and expertise (theoretical and practical) through continual professional development.
- c. Shares expertise and knowledge with others.
- d. Uses technology to achieve work objectives.
- e. Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity.
- f. Demonstrates an understanding of different organisational departments and functions.

6.2 Delivering Results and Meeting Customer Expectations

- a. Focuses on customer needs and satisfaction.
- b. Sets high standards for quality and quantity.
- c. Monitors and maintains quality and productivity.
- d. Works in a systematic, methodical and orderly way.
- e. Consistently achieves project goals.

6.3 Following Instructions and Procedures

- a. Appropriately follows instructions from others without unnecessarily challenging authority.
- b. Follows procedures and policies.
- c. Keeps to schedules.
- d. Arrives punctually for work and meetings.
- e. Demonstrates commitment to the organisation.
- f. Complies with legal obligations and safety requirements of the role.

Applicants should note that the competencies used in this person specification are part of the Council's Universal Competency Framework and that there will be other competencies relevant to this role which will be used in the on-going appraisal of the person appointed.

Applicants should also take note of the requirements of the Career Grade for this post. The Career Grade details additional requirements that will be used to determine the pay rate on appointment and in the management of performance and pay progression after appointment.