

Role Profile

This section provides key information relating to the role

Job Title:	Career Grade Planning to Senior DM Officer		
Post No:	P01141	Grade:	G-K (Linked grade)
Team:	Development Management	Location:	Campus West
Responsible to:	Principal Planner		
Responsible for:	At Senior Planning Officer Level 2 level the mentoring of planning apprentice and planning officers		

Overall job purpose:

To work as part of the Development Management team to deal with planning and associated applications and planning appeals, and to assist with the investigation, monitoring and processing of breaches of planning control. The role will cover all key technical aspects of planning applications including dealing with applicants, engagement with statutory bodies, working with other interested parties, negotiation and problem-solving.

Key areas of focus:

1.	To be responsible for a busy and varied caseload of planning applications across the borough and Welwyn Garden City Estate Management Applications.
2.	To have delegated authority to make decisions on planning applications in accordance with the Council's Constitution and Planning Scheme of Delegation.
3.	To perform the role of the duty planning officer in accordance with the weekly rota, providing advice and assistance to members of the public and others without ready reference to a line manager.
4.	To provide general planning advice by email, telephone and face-to-face meetings with members of the public, applicants, agents, councillors, other council services and others in respect of planning applications, estate management applications and general planning matters.
5.	To provide pre-application advice via face-to-face meetings, letters, emails and information notes.
6.	To work positively with applicants and other interested parties to solve planning problems wherever they arise, taking account of the national presumption in favour of economic, social and environmental sustainability.

7.	To research and devise appropriate planning conditions in order to make developments acceptable in planning terms, having regard to material planning considerations and comments from statutory and other consultees and taking account of the long-term effects of the development.
8.	To devise appropriate planning obligations in order to make developments acceptable in planning terms, including the negotiation of Section 106 obligations.
9.	To work with the Section 106 Officer to monitor developments, planning applications and legal agreements to ensure that records are kept up-to-date.
10.	To work with and provide timely advice and assistance to the planning enforcement team.
11.	To work with Planning Support Officers and competently use development management software to ensure the proper and timely administration of pre-application enquiries, planning applications and planning appeals, ensuring at all times that confidentiality and data protection requirements are complied with.
12.	To organise and carry out site visits in respect of pre-application enquiries, planning applications and planning appeals in a competent way in accordance with health and safety, lone working and authority-to-access legislation and policies.
13.	To consult statutory bodies, other organisations, other council departments, town and parish councils, ward councillors, members of the public, etc
14.	To follow the Council's house style in respect of writing professional, legible and comprehensive reports to enable decisions to be made under delegated authority or planning committee.
15.	To attend and personally present reports at planning committees and other planning meetings and competently deal with issues raised by members and others.
16.	To prepare written representations for planning appeals and represent the Council at appeal hearings and inquiries.
17.	To research, prepare and submit responses to Government and other consultations on changes to national planning legislation and guidance.
18.	To liaise with colleagues in planning policy, landscape and ecology and other council departments
19.	To use and be responsible for personal protective equipment such as jackets, boots and hard hats and IT hardware such as tablets and cameras.
20.	To contribute to the development and delivery of a high quality planning service by proposing and helping to implement ideas on the way it can be improved.

21.	To carry out other appropriate duties as required by your line manager.
22.	To occasionally work in the evenings and weekends, such as planning committees, planning consultation events and site visits.
23.	To engage in continuous professional development. The Royal Town Planning Institute (RTPI) define continuous professional development as “ <i>an on-going process of learning through planning and reflection, through which professionals maintain and develop their expertise.</i> ” They expect members to undertake and record a minimum of 50 hours of CPD activity in each two year period.
24.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council’s equalities and diversity priorities.
25.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
26.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the criteria for this post. Applicants should describe in their application how they meet the criteria

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
To have a relevant degree or similar	x		AP
Experience of professional town planning work	x		AP/IN
Knowledge			
Knowledge and understanding of planning legislation, national planning policies, local planning policies, case law and the breadth of what may constitute a material consideration	x		AP/AS/IN
Awareness of the role and scope of Spatial Planning, Development Management and Planning Enforcement	x		AS/IN
Skills and abilities			
Analytical and judgemental skills in order to interpret plans, information and data, identify issues and proposed solutions	x		AS/IN
Ability to work independently and using initiative, managing time and work load efficiently with referral of more complex problems to line managers	x		AS/IN
Ability to communicate effectively and concisely both orally and in written form including negotiation with various parties	x		AP/AS/IN
To provide accurate information in response to enquiries relating to current planning legislation and policy	x		AS/IN
Ability to read and understand plans and maps	x		AS
Other attributes			
Ability to undertake site visits and travel around the district both on foot and by public transport or car	x		AP

Ability to work evenings	x		IN
Ability to use IT including Word, Excel and GIS mapping	x		AS

Assessment Criteria:
(AP) Application, (AS) Assessment, (IN) Interview

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.