



Senior Planning Officer

Job Description and Person Specification

Directorate:	Communities	Service:	Development Management
Responsible to:	Planning Development Manager	Responsible for:	Planning Officer and Planning Assistant
Grade:	10		
Location:	Civic Centre, Poulton-le-Fylde		

Job Purpose:

To assist in the management of members of the Development Management team to achieve

- the provision of an efficient and effective Development Management service;
- high performance standards;
- high standards of development; and
- the delivery of a quality customer service.

Key Tasks & Responsibilities:

To deal with all aspects of Development Management including: -

- Processing planning applications (in particular complex / major planning applications);
- Lead on major infrastructure projects
- Negotiation of legal agreements;
- Attending Planning Committee meetings and present items when required
- Preparing evidence for and attending informal hearings, public inquiries and court as expert witness;
- Exercising delegated authority to determine planning and related applications in accordance with delegation arrangements and relevant policies and guidance;
- Dealing with planning and service enquiries from service users;
- Ensuring that appropriate record systems are in place;
- Ensuring that high standards of development are achieved.
- Seek and develop good working relationships with members
- Assist when required, in developing Policy as part of the Local Plan

To be responsible for managing the performance of the Planning Officer and Planning Assistant within the team including allocating, checking and signing delegated officer reports.

To be involved in corporate issues affecting Development Management.

To represent the Planning Service at Agents' Focus Groups, Parish Council meetings and meetings of other bodies as required.

To contribute to a continuous improvement in service delivery.

To keep up to date with planning and other relevant legislation, good practice and guidance affecting the work of the team and, with the Assistant Director of Planning and Building Control and the Development Manager, to ensure that guidance, procedure and practices are revised accordingly.

To formally deputise for the Development Manager, as required.

To work with external partners to deliver the council's corporate priorities.

To undertake such duties as may from time to time be required by the Assistant Director of Planning and Building Control.

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.
- To support the delivery of the Council's Climate Change Strategy and Action Plans to achieve net zero in 2050.

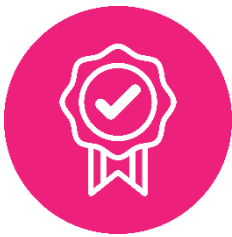



QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Degree or equivalent and full (Chartered) Membership of the RTPI	Desirable	Application/Interview
Evidence of continuing professional development	Desirable	Application/Interview

SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Thorough knowledge and understanding of current planning legislation	Essential	Application/Interview
Thorough knowledge and understanding of local government particularly relating to Planning and an understanding of current financial issues and their implications	Essential	Application/Interview
Effective communication, negotiation and presentation skills, both verbal and written	Essential	Application/Interview
Effective team management skills	Essential	Application/Interview
The ability to successfully manage complex projects, on time and within budgets	Desirable	Application/Interview
The ability to manage and implement change taking account of customer insight	Desirable	Application/Interview
Ability to make decisions and take appropriate action using initiative and good judgement	Essential	Application/Interview
Ability to work under pressure, meeting deadlines and responding to a varying workload	Essential	Application/Interview
Ability to anticipate and solve problems	Essential	Application/Interview
Ability to assimilate and understand complex information and form recommendations in a clear and concise manner	Desirable	Application/Interview

EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Extensive experience in planning, including Development Management	Essential	Application/Interview
Experience of advising elected members and senior council officers on strategic issues	Desirable	Application/Interview
Experience of effective corporate working	Desirable	Application/Interview
Experience of preparing and presenting reports and evidence in writing and orally in public	Desirable	Application/Interview
Appearance as expert witness at Public Inquiries and Informal Hearings	Desirable	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	Essential	Application/Interview
Regular and Reliable Service	Essential	Application/Interview
Demonstrate behaviours that support our values	Essential	Application/Interview

**Our Values are key to delivering our vision, plans and strategies.
All Behaviours listed are essential to the post.**

			
Professional	Innovative	Collaborative	Customer focused
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...

<ul style="list-style-type: none"> • Have pride in how we represent the council • Treat people with respect and consideration • Are conscientious and carry out our work to a high standard • Carry out our work activities in an honest and ethical manner 	<ul style="list-style-type: none"> • Proactively embrace change and learn from our mistakes • Challenge and constructively question existing processes • Make best use of our resources to provide excellent services • Encourage creative thinking with colleagues and peers 	<ul style="list-style-type: none"> • Communicate effectively with colleagues and stakeholders • Develop productive relationships and achieve the best results • Recognise and embrace the knowledge and skills of others. • Embrace the concept of one team one council and all work together 	<ul style="list-style-type: none"> • Strive to provide excellent services • Understand our customers' needs and consider things from their perspective • Effectively communicate and manage expectations • Actively seek ways to maximise customer satisfaction
---	---	---	---

Special Conditions:

(e.g. Weekend work, shift allowance, car/mileage allowance)

- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.

Prepared by: S Smith

Date: September 2022

Post Holder Signature:

Date: