

Job Description

Senior Planning Officer

Grade **PO-C**

(£35,411 - £38,296)

Responsible to:

Service Lead - Planning

Responsible for:

Development Control staff dealing with household applications.

About the job:

The provision of an efficient and effective Development Control Service, To deal with all aspects of the Development Control Service, including the processing of planning and related applications, production of reports, handling appeals and the provision of planning advice.

Role:

- To deal with all aspects of the Development Control Service, including the processing of planning and related applications, production of reports, handling appeals and the provision of planning advice.
- Preparation of statements of case and proofs of evidence for planning appeals and appearance as an expert witness at Public Inquiries.
- To be responsible for the day to day supervision of staff dealing with householder applications.
- To contribute to a continuous improvement in service delivery.
- To exercise delegated authority to make decisions on planning applications, in accordance with prior agreed procedures.
- To provide professional advice and guidance to elected members, officers and members of the public in relation to development control matters.
- To assist in monitoring all changes in legislation, advice and research relating to development control and communicating relevant changes to officers, members and partners as appropriate.
- To attend and present planning application reports to DC Committee as necessary.
- To contribute to the formulation, review and revision of planning policy, masterplans and development briefs.
- To represent the Council at meetings across Lancashire and North West Region as appropriate.
- Assist and guide other staff in the Development Control Section, in undertaking their duties.
- All such other duties, functions and responsibilities as may be conducive, incidental, necessary or appropriate for the discharge of any of the foregoing specific responsibilities and duties.

Responsibilities:

Line Management:

- You will manage individual and team performance to ensure that agreed targets and outcomes are achieved and that quality services are provided at all times, in line with our HR policies
- You will be responsible for all aspects of staffing matters related to the Team including recruitment, appraisals, absence management, capability and discipline
- You will participate in and deliver staff development activities as required

Corporate:

- Carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation
- You will actively promote customer care, value for money and performance management
- You will manage organisational risk effectively and ensure effective governance around decision making
- Your duties will be carried out in line with our equality scheme
- You will be compliant at all times with GDPR and data protection legislation
- You will constructively participate in communication and promotional activities
- You will promote an environment of continuous learning & development and professional behaviour in line with the organisations values and behaviours
- You will manage the budget in line with the organisations Financial Regulations.
- You will effectively manage and support change
- To ensure that all activity complies with Standing Orders and Codes of Practice
- You will contribute to the Council's Emergency Planning arrangements.

Organisational:

- You will be committed to the council's vision, values and associated behaviours as detailed in our 'Leadership Deal', including trusting and empowering staff and colleagues. You will know what your teams' role is in delivering this.
- You will understand and communicate the Council's plans ambitions and position to your team, supporting your team's understanding and engagement in delivery.
- You will create an inclusive culture which provides opportunities for everyone to participate and progress in
- You will have effective relationships across all Directorates, with stakeholders and external partners to ensure the council's priorities and objectives are met.
- You will positively promote and represent the Council at all times
- You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role

What the successful candidate will have:

Qualifications

- Degree/Diploma in Town Planning
- Member of RTPI
- A current full driving licence or equivalent mobility
- Evidence of continuing professional development

Experience

- Significant post qualification experience in planning, including Development Control
- Proven time management, organisation, negotiation skills (internal & external), and guiding junior members of a team.
- Proven experience of the preparation of Planning Guidance.
- Effective in use of computerised planning application administration system including MS office.

Knowledge

- A thorough understanding of current planning legislation.

Skills & Abilities

- Excellent communication skills
- Ability to manage workload and undertake prioritisation to meet deadlines
- Excellent IT skills
- Ability to manage individual and team performance
- Work across teams in a positive and constructive manner to achieve results
- Ability to manage and support teams in order to drive effective performance and meet targets
- Ability to attend meetings and events out of hours
- Ability to analyse, interpret and present complex ideas and information in a structured and readily understood manner

You will positively influence our organisational culture by demonstrating:

Our Leadership Values

INTEGRITY – Builds trust in relationships, acts honestly and demonstrates impartiality and consistency in decision making

EMPOWER – Is courageous in trying new things, develops new skills and learns from experiences

INSPIRE – Delivers outstanding services to residents and supports a shared vision for the future.

Our Organisational Values

FORWARD THINKING – Plans and prioritises effectively deciding what to do and what not to do

RESPECT – Is visible and approachable with colleagues

PROFESSIONAL – Demonstrates an awareness of the political context in which decisions are made

PRIDE – Creates a positive and upbeat culture amongst colleagues

ONE TEAM, ONE COUNCIL – Builds effective relationships outside their immediate team



INTEGRITY



EMPOWER



INSPIRE