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| **Graduate Planning Officer** |
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| **Service:** | Development Management | **Grade:** | 3A | **Salary:** | £24,799 - £26,999 |
| **Reporting to:** | Anthony Stephenson | **Location:** | Salford Civic Centre, Swinton | **Hours:** | 36 hours per weekGraduate |
| **About the role** |  | **Our priorities**  |
| * As a graduate planning officer you will manage a caseload of planning and related applications (e.g. householder, change of use, prior approvals, certificates discharge orf conditions, small commercial developments) and produce concise, accurate, robust and timely reports and recommendations applying current legislation and policy changes as appropriate.
* Undertake pre application discussions on planning and related applications (e.g. householder, change of uses, prior approvals, small commercial development and Listed Building Consents), being proactive and problem solving to achieve deliverable outcomes.
* Prepare and present written and oral evidence on appeals against the refusal of planning permission or use of planning conditions.
* Ensure decisions are made within statutory timescales and records of discussions and negotiations with applicants or agents are kept up to date to prevent the return of the fee that accompanies a planning application.
* Contributing to service improvements to achieve cost efficiency and effectiveness whilst project managing your work to ensure KPI’s are met/exceeded in terms of timeliness and quality of output, adding value wherever possible.

 * Contributing to the delivery and improvement of business management systems, procedures and processes.
* Working with your peers to distribute knowledge and ensure contemporary planning issues and legislation are cascaded and understood.
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| **Key outcomes** |
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| * Contribute positively to the continued growth of the City whilst preserving the City’s natural, cultural and historical assets including the delivery of the Council’s statutory heritage functions in relation to conservation and listed buildings.
* Secure the delivery of high quality, sustainable development by improving the quality of proposals where possible.
* Contribute to an innovative, digitally driven service that focuses on the needs of its customers.
* Timely determination of planning and related applications so as to support the growth agenda of the Council.
* Display a high level of technical competence, maintaining a thorough and up to date knowledge of relevant legislation and guidance and apply this to ensure legally sound, quality and robust recommendations and decisions on planning and related applications.
* To give accurate advice on planning matters to applicants and their agents, members of the public, councillors and others as necessary.
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| **What we need from you** |
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| * Proven technical skills and ability in the role with a record of accomplishment for delivering outcomes
* Professional credibility through proven relevant experience
* Models and demonstrates our values and behaviours
* Provides high quality, customer focussed timely and outcome based development management services
* Excellent level of ability to prioritise and manage a challenging workload
* Excellent technical ability and appropriate level of knowledge and understanding and application of current and emerging planning legislation
* Be concise and possess the ability to communicate effectively at all levels, be well organised and efficient, have a positive attitude, be proactive and solve problems to produce well balanced outcomes
 |  | * Negotiate and work positively with applicants and agents in order to find solutions and obtain high quality outcomes within given time constraints
* Have, or be working towards, a planning degree and be a Student or Licentiate Membership of the Royal Towm Planning Institute
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| **Application Guidance**  |  | **Our values**  |
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| We are a values based organisation so reflecting our values or a values based approach in your evidence will support your application.The ‘Key outcomes’ and ‘What we need from you’ sections of the Role Profile are there to give you an understanding of what we would like to see reflected in your application. Don’t give up if you are not able to reflect all of these in your application. Click here to enter text. |

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