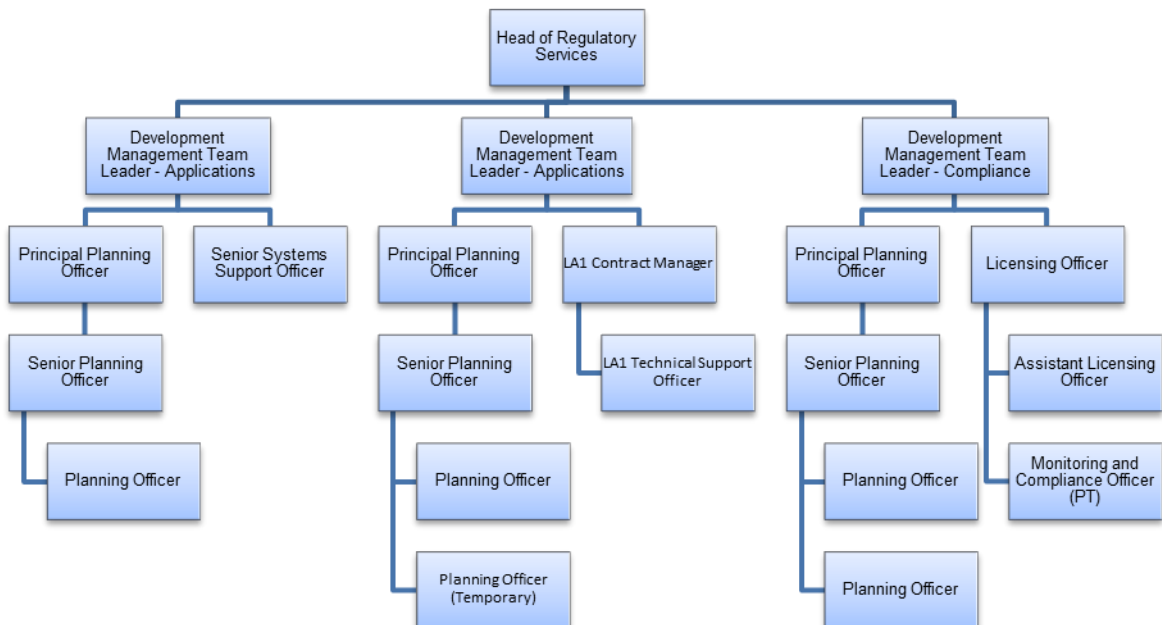


# Job Description

<b>Job Title:</b>	Senior Planner		<b>JE Ref:</b>
<b>Post Number:</b>			
<b>Service/ Department:</b>	Regulatory Services	<b>Section:</b>	Development Management
<b>Salary band:</b>	PO1-4 plus £3,500 MFS (reviewable annually)		
<b>Location:</b>	<p>You will normally be based at Three Rivers House or any such other place of employment within the remit of Development Management as may be required.</p> <p>You will be required to regularly make site visits to locations around Three Rivers District.</p>		
<b>Hours per week:</b>	37 hours per week.		
<b>Driving licence requirement:</b>	Essential		
<b>Payment Allowance:</b>	London Weighting allowance		
<b>Responsible to:</b>	Principal Planning Officer		
<b>Responsible for:</b>	Planning Officer		

## Development Management



**Purpose of Role:**

- To provide, in conjunction with the Principal Planners and Team Leaders, an excellent customer service for the Authority in dealing with planning and related matters (including complaints and enforcement matters) within the designated time limits and according to established criteria.
- Deputising for the Principal Planners as required.

**Key Accountabilities:**

- Assessment of planning and related applications.
- Line Management of Planning Officer.
- Responsibility for validation and allocation of Discharge of Condition and Non-Material Amendment applications.

**Responsibilities**

- Member of a team of professional planning staff dealing with planning and related applications, appeals and enforcement matters, projects and all enquiries arising thereof.
- Acting as deputy to the Principal Planners in supervising, organising and advising on a day to day basis the relevant Team.
- Assessment of planning and related applications (Listed Building Consent, Conservation Area Consent etc.), including inspection of application sites, consultation with adjoining owners and interested parties. Negotiation with applicants, their agents and statutory authorities. Preparation of reports and recommendations for consideration by Principal Planners and Team Leaders as well as Head of Regulatory Services prior to decision being taken under Officer Delegation procedure or by Planning Committee.
- Responsibility for validation and allocation of Discharge of Condition and Non-Material Amendment applications. Assist the Principal Planner and Team Leader in monitoring these processes.
- The receipt and investigation (and subsequent reporting) of breaches of planning control, including the necessary liaison and discussion with the Principal Planners, Team Leaders and colleagues including the Council's legal department to determine appropriate action. Interviews with complainants, witnesses and other persons to ascertain evidence and take statements as necessary, occasionally involving work outside office hours. Maintenance of enforcement records and advise on enforcement procedures adopted by this Authority
- Assisting with formulating and prioritising on planning projects, to ensure the Section remains up-to-date in its application of planning legislation and policy and achieves this through efficient, effective and customer focused working practices.
- Dealing with Development Management enquiries by members of the public, developers and prospective applicants and their professional representatives by telephone, letter, e-mail and personal visit.
- Liaison with other Council departments and other teams of the Regulatory Services department including the Building Control sections on development management matters.
- Liaison with Officers of adjoining local authorities including the County Council on planning, enforcement and highways matters, and other relevant bodies on design

issues.

- Preparation of reports and other material for, and attendance at meetings of the Planning Committee, alternating on occasion with the Principal Planners and Team Leaders, to present planning applications, together with arranging action following the meeting on matters determined. Attending Committee site inspections as necessary.
- Preparation of written statements and proofs of evidence in relation to planning appeals within the area of responsibility; attendance at, and giving evidence as expert witness at Informal Hearings, Public Inquiries, Magistrates Court and Crown Court, together with attendance at appeal site inspections.
- Any other reasonable duties as required by the Principal Planners, Team Leaders or Head of Regulatory Services.

**Key Performance Indicators:**

- The determination of planning applications in accordance with national performance standards.
- Departmental targets and local performance indicators as appropriate.

**Key Relationships:**

- Officers within the Development Management Section, Officers within other departments of the Regulatory Service Section and wider Council including the legal department, elected Members, applicants for planning permission and their agents and other interested parties, statutory authorities, developers, members of the Parish Councils, general public, solicitors, Central Government agencies and other Local Authorities.

**Important Notes Relating to Duties:**

In dealing with any form of contract or tendering procedures on behalf of the Council's, the holder of this post is personally responsible for ensuring that she/he:-

- Is familiar with the relevant requirements of the Council's constitution, Contracts procedures, Rules and Financial Procedure Rules, Officer Code of Conduct and other management guidance that may be given from time to time;
  - Complies with these formal requirements and related procedures; and
  - Seeks advice from a more senior officer or an officer with specialism in subject area if in any doubt about the proper course of action.
- Some out of hours work, for example attendance at evening Planning Committee, is expected as part of this post. It is expected the post holder will take time off in lieu for any such work.

**PERSON SPECIFICATION**

This section presents the knowledge, skills, experience, personal qualities and qualifications that are considered essential for a person being deployed to this role.

**Knowledge/skills/qualifications:**

- Degree in a planning related subject preferable. Applicants without a relevant degree will be considered if they have the relevant experience including at least 2 years' experience of dealing with planning applications at all levels of complexity and experience of dealing with planning appeals by written representation.
- APC/Licentiate/Full Membership of the Royal Town Planning Institute.

**Experience:**

- Experience of dealing with planning applications at all levels of complexity and experience of dealing with planning appeals by written representation.
- Experience of Informal Hearings and of attending and presenting at Planning Committee would be an advantage.
- Knowledge and experience of planning, investigation and enforcing legislation, including knowledge of RIPA desirable.

**ICT/ technological aptitude:**

- Familiarity with computer systems including Word and, Excel. Experience of GIS and Uniform would be desirable.

**Personal qualities:**

- Current driving license and personal transport.
- An understanding and awareness of the functions of Local Government organisations, including the different roles of Officers and Members.
- Ability to work effectively and efficiently under pressure.
- Ability to manage mixed caseload.
- Ability to work with minimum supervision.
- Good communication skills, both verbally and in writing.
- Ability to work effectively as a member of a team.
- A self-motivator, with an ability to manage and prioritise own workload.
- Flexibility to attend evening meetings.

**How we work**

This is our generic behaviours and attitudes framework against which our performance is measured

(For full detail see the How we Work framework)

<b>Clusters</b>	<b>Key Themes</b>	<b>Level needed* (1 – 4)</b> <b>*See guidance below</b>
<b>W e d e l i v e r</b>	Manage performance	2

	Manage resources	2
	Manage change	2
We set an example	Fairness	2
	Integrity	2
	Accountability	2
	Image	2
We develop and grow	Personal development	2
	Challenge	2
	Innovation	2
We work together	Working with customers and colleagues	2
	Communication	2
	Leadership	2

#### How to map the 'How we work' levels to posts

Grade	Up to Band 5	Band 6 - 9	Band 10 + / Chief Officers
Do not manage staff	1 or 2	2 or 3	4
Manage staff	3	3	4

#### Politically Restricted Posts

Under the Local Government and Housing Act 1989 (as amended), posts that are either specified under that Act or posts that are defined as sensitive under the Act because the post holder is required to either give advice on a regular basis to the executive or any committee of the Council, or speak on behalf of the Council on a regular basis to journalists or broadcasters are 'Politically Restricted'. This means that the post holder is restricted in terms of public political activity. For further information with regard to this please contact Human Resources.

This post is not a politically restricted post.

#### Job Share:

Applications for Job Share will be considered.

#### Equal Opportunities:

The Council fully supports the terms of The Equality Act 2010. We are an equal opportunities employer and do not discriminate on any grounds. We want a diverse workforce which reflects our community and welcome applications from everyone regardless of age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity and marital or civil partnership status.

We are also committed to improving opportunities for people with disabilities, and are a registered 'Two Ticks' employer. If you have a disability and demonstrate that you fulfil the essential person specification criteria for the role on your application form, you will be invited for

an interview. If you feel that you could carry out this post with some adjustments, please let us know. If you require particular arrangements made for interview etc (e.g. signing, access), please indicate this on your application form.

<b>Job description:</b>	<b>Name</b>	<b>Date</b>
Written by (Manager)	Claire Westwood/Joanna Bowyer	January 2017
Agreed by (Manager)	Kimberley Rowley	Jan 2017
Approved by (Human Resources)	Lorraine Sibson	Jan 2017