

Job Description



Service Area:	Place (Planning)
Job Title/Grade:	Senior Planner – Development Management
Responsible to:	Director of Place
Our Culture & Values:	All job roles at Rochford District Council require the post-holder to be flexible and proactive in their approach. Being customer focused and willing to maximise your potential at work are expected. We all work together to achieve the very best for our residents which sometimes means getting involved in projects and trying new tasks outside of your day to day job role. We love our staff to suggest new ideas and to have enthusiasm to try out new experiences.

Main Responsibilities

- To be one of a team of professionals providing a full Development Management Service in a customer focused manner.
- The professional processing of planning applications, including assessing the implications of specific proposals, ensuring necessary consultations with other agencies and third parties are undertaken in accordance with the Authority's practice and statutory provisions, conducting site inspections including appropriate neighbours notifications, negotiating amendments as necessary and formulating a considered and robust recommendation in a written report for determination in accordance with the Council's Standing Orders.
- Preparing cases for Planning Appeals and giving evidence at Public Inquiries and Hearings.
- To deputise for a team leader as required and to mentor and oversee, where necessary, the output of more junior members of the team.
- Arrange meetings, presentations to Members, and providing pre-application advice on planning matters and handling general planning enquiries, including responding to Members' queries and comments.
- Assisting and liaising with Elected Members, the public and other interested groups and Parish Councils in the interpretation of planning applications.
- The preparation of Committee Reports and, when necessary, the presentation of these reports at Development Committee, as required by the Assistant Director Place and Environment.
- To provide Development Management advice to corporate initiatives being undertaken by the Council.



Main Responsibilities

- Such other responsibilities, including attending Development Committee and other Committee attendance, presentation of written reports and out-of-hours meetings as may be required by the Assistant Director for Place and Environment.
- To provide support to the Enforcement Team as required from time to time by the Assistant Director for Place and Environment.
- To take all available opportunity to continue your professional development by attending all courses, seminars, briefings, etc, in order to maintain a good working knowledge of all legislation and practices.
- Provide support to the wider Development Management Team, Planning Policy Team and Technical Officers as and when required by the Planning Manager and Assistant Director for Place and Environment.
- Such other responsibilities, including Committee attendance, presentation of reports and out-of-hours meetings, compatible with the postholder's qualifications and experience as may be required by the Planning Manager and Assistant Director of Place and Environment.

Corporate Responsibilities

- To observe all of the requirements of Safeguarding and to report any potential Safeguarding concerns in accordance with the Council's Safeguarding Policy.
- To comply with all appropriate legislation and Council policies including the Officers Code of Conduct, Health and Safety at Work, etc. Act 1974 and the Council's Health and Safety Policy and procedures.
- To support the Council's Equalities & Diversity Policies.
- All staff may on occasions be required to support the Council to deal with emergency situations affecting the community we serve. In the event of such an emergency or, of a rehearsal for such an event, the Postholder may be required to attend at times and at locations outside of the norm for the post and to adopt the duties directed by the Officer in Charge for the duration of the emergency situation.
- To contribute to project work arising from the Business Plan and to undertake any other reasonable duties as may be required from time to time by the Line Manager/ Leadership Team.



Review

The duties and responsibilities of this post may vary from time to time according to the changing requirements of the Council. The job description may be reviewed at the discretion of the relevant Assistant Director in the light of those changing requirements and in consultation with the postholder. In any event, the Head of Paid Service reserves the right to review and amend the job description.

Signed (Postholder):

Dated:



Post Senior Planning Officer

Essential Requirements

Qualifications

- Planning qualification – post graduate or part way through a post graduate course.
- Full Valid Driving Licence and access to a vehicle.

Knowledge and Skills

- Knowledge of current Planning issues, Government legislation and guidance, etc.
- Good verbal communication skills with clients both on the telephone and in person
- Good working knowledge of Microsoft 'Office' software – Windows, Word, Excel and Outlook
- Effective written and verbal communications skills
- Understands the importance of equality and diversity and can apply this in the workplace

Ability

- Able to attend occasional evening committee meetings if and when required
- Able to undertake visual appraisals of sites
- Use of or ownership of a vehicle for meetings and site visits, etc.
- Able to apply a reasonable approach to problem solving
- Able to prioritise work appropriately and effectively manage a caseload of applications.
- Able to work to deadlines and work under pressure
- Flexible, pro-active and adaptable approach to work, colleagues and internal/ external customers
- Effective team working. Sharing ownership, team goals and workload
- Commitment to maximising potential and continuous improvement of self and of service
- Able to contribute positive suggestions and willing to take forward
- Able to establish and maintain effective relationships with people at all levels
- Able to demonstrate a commitment to customer service



Desirable Requirements

Qualifications

- Planning qualification – Masters or equivalent
- Full Professional Membership of the RTPI

Knowledge and Skills

- Good working knowledge of the District

Experience

- Development Management within a local planning authority
- Planning Appeal work, in particular Hearings and Inquiries
- Local Government processes and procedures