

Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Planning Officer	Range 4	<p>Deal with a range of planning applications and other applications from pre application to determination including undertaking site visits, providing advice and negotiating with applicants, agents and developers and the preparation of the necessary delegated and committee reports with recommendations.</p> <p>Attend and present planning applications to Planning Committee, at members site visits and member presentations, including articulating and endorsing recommendations.</p> <p>Assess and clear details submitted in relation to the discharge of planning conditions in a timely manner in order to facilitate appropriate development in Medway.</p> <p>Defend the Council's decisions at appeal and present the Council's case on written representation and informal hearing appeals.</p> <p>Manage own workload to ensure application and pre-application deadlines and performance targets are met.</p> <p>Provide advice and assistance to members of the Planning Enforcement Team with regard to breaches of planning control and formal action.</p>	Required for this level	In addition to level A	In addition to levels A and B
			<p><b>Qualifications</b></p> <p><u>Professional Qualification</u></p> <ul style="list-style-type: none"> <li>A degree or equivalent qualification</li> </ul> <p>Or</p> <p><u>Professional Experience</u></p> <ul style="list-style-type: none"> <li>At least two years of experience in a planning/spatial data management or social research environment and</li> <li>A minimum of 3 A Levels or other Level 3 qualification</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li></li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Eligible for RTPI Associate membership or</li> </ul>
			<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>General understanding of the development planning system and its legislative framework.</li> <li>Understanding of the planning application process.</li> <li>Understanding of IT systems and their application and use in the Development Management function.</li> <li>A good understanding of equality, diversity and inclusion.</li> <li>A good understanding of GDPR legislation and best practice in relation to information sharing.</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Full understanding of the planning application and associated processes.</li> <li>Knowledge of the varying types of appropriate planning enforcement action.</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Good understanding of the development planning system and its legislative framework.</li> <li>Sound knowledge of the varying types of appropriate planning enforcement action.</li> </ul>
			<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of dealing with customers, keeping them advised of progress and offering them a solution to their problem.</li> <li>Demonstrable experience of coping well under pressure and difficult situations, able to identify and act on own development needs.</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Demonstrable experience of thoroughly analyzing information, and considering alternative solutions, adapting to new ways of working where necessary.</li> <li>Experience of effectively and efficiently processing a high volume of all types of planning applications from pre application to determination.</li> <li>Experience of dealing with appeals associated with a caseload of applications.</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Extensive experience of effectively and efficiently processing a high volume of all types of planning applications from pre application to determination.</li> <li>Extensive experience of dealing with appeals associated with a caseload of applications.</li> <li>Extensive experience of the enforcement of planning control.</li> </ul>

				<ul style="list-style-type: none"> <li>Experience of the enforcement of planning control.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrable experience of presenting applications to Planning Committee</li> </ul>
			<b><u>Skills</u></b> <ul style="list-style-type: none"> <li>Proficient in the use of Microsoft Word, Excel, Teams and Outlook</li> <li>Full driving licence valid for use in the UK and access to own transport for work purposes but reasonable adjustments will be considered for those with a disability.</li> <li>Ability to undertake site visits which may include working conditions such as standing for extended periods of time, climbing, walking over uneven terrain and working in poor weather; with reasonable adjustments made to accommodate where possible.</li> <li>Understanding of, and ability to read, plans and drawings likely to be submitted in support of planning applications.</li> <li>Ability to manage time effectively, planning own workload and setting appropriate objectives and deadlines.</li> <li>Ability to communicate in a manner which is easily understood and tailored to meet the needs of the audience.</li> <li>Ability to deal with customers in a courteous and helpful way.</li> <li>Ability to think about alternative ways of doing things and being open to new work practices and responsive to change.</li> <li>Commitment to equality and diversity, accepting differences and treating everyone fairly.</li> <li>Ability to demonstrate an understanding of how teams work with other services and takes a proactive approach towards helping others.</li> </ul>	<b><u>Skills</u></b> <ul style="list-style-type: none"> <li>Demonstrable negotiation skills to improve development through the pre-application and application process.</li> <li>Good communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders.</li> </ul>	<b><u>Skills</u></b> <ul style="list-style-type: none"> <li>Extensive negotiation skills to improve development through the pre-application and application process</li> <li>Good understanding of the development planning system and its legislative framework.</li> <li>Ability to work independently on caseload with minimal supervision or assistance</li> </ul>