

Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Senior Planning Officer	Range 6	<ul style="list-style-type: none"> <li>Deal with all types of planning applications and other applications, including complex and major schemes, 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.</li> <li>Attend and present planning applications to Planning Committee, at members site visits and member presentations, including articulating and endorsing recommendations.</li> <li>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.</li> <li>Defend the Council's decisions at appeal and present the Council's case on written representation and informal hearing appeals.</li> <li>Manage own workload to ensure application and pre-application deadlines and performance targets are met.</li> <li>Provide advice and assistance to more junior planning staff in relation to planning queries and members of the Planning</li> </ul>	<p>Required for this level (in addition to all previous levels, if applicable)</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Degree in planning related subject or at least 3 years' experience in Development Management</li> <li>Eligible for RTPI Membership or similar</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Complete understanding of the development planning system and its legislative framework.</li> <li>Full understanding of the planning application and associated processes.</li> <li>Full knowledge of the varying types of appropriate planning enforcement action.</li> <li>Understanding of IT systems and their application and use in the Development Management function.</li> <li>An awareness of the One Medway Council Plan.</li> <li>Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding.</li> <li>An awareness of the One Medway Council Plan</li> <li>Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>At least 3 years' experience working in Development</li> </ul>	<p>In addition to level A</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li></li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Knowledge of planning legislation and associated regulations and guidance and ability to apply to applications, appeals and advice.</li> <li>Knowledge and understanding of wider national policy and local context for planning in Medway, with the ability to provide advice on these matters.</li> <li>Knowledge and understanding of the One Medway Council Plan and service plan and how this role and the team contribute to delivering the outcomes</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Extensive experience of presenting applications to Planning Committee.</li> </ul>	<p>In addition to levels A and B</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li></li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Knowledge of legal requirements and case law in the context of Development Management.</li> </ul> <p><b>Experience</b></p>

		<p>Enforcement Team with regard to breaches of planning control and formal action.</p> <ul style="list-style-type: none"> <li>At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.</li> </ul>	<p>Management or equivalent environment.</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 a range of appeal types associated with a caseload of applications.</li> <li>Extensive experience of the enforcement of planning control.</li> <li>Experience of dealing with customers in a courteous and helpful way by keeping them advised of progress and offering them a solution to their problem.</li> <li>Demonstrable experience of presenting applications to Planning Committee.</li> <li>Demonstrable experience of coping well under pressure and difficult situations, able to identify and act on own development needs.</li> <li>Demonstrable experience of contributing to change and listening to new ideas.</li> </ul>	<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> </ul>	<ul style="list-style-type: none"> <li>Demonstrable experience of dealing with major planning applications/appeals.</li> <li>Experience of dealing with applications that are subject to a Planning Performance Agreement.</li> </ul>
			<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Proficient in the use of Microsoft Word, Excel and Outlook</li> <li>Full driving licence valid for use in the UK and access to own transport for work purposes</li> <li>Understanding of, and ability to read, plans, drawings and accompanying reports 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>Excellent communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders.</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Ability to lead a team through negotiation on major and/or controversial planning proposals with a range of stakeholders.</li> <li>Able to manage complex projects, assessing and taking account of known risks, able to adapt to changes and problems along the way.</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Extensive negotiation skills to improve development through the pre-application and application process.</li> <li>Ability to work independently on caseload with minimal supervision or assistance.</li> <li>Ability to mentor and develop more junior members of staff.</li> </ul>

			<ul style="list-style-type: none"> <li>• Ability to build and maintain supportive and empathetic relationships, securing people's support and commitment to a course of action or different way of thinking by presenting ideas convincingly and persuasively, and to lead major negotiations.</li> <li>• Able to demonstrate an understanding of how the organization works and how this fits into the political environment, with a commitment to cross boundary and team working.</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>		
Principal Planning Officer	Range 7	<ul style="list-style-type: none"> <li>• Deal with all types of planning applications and other applications, in particular significant major and/or controversial cases, 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.</li> <li>• Attend and present applications at Planning Committee, members site visits and member presentations and develop strong working relationships with all members of the Planning Committee and in particular the Planning Spokes.</li> </ul>	Required for this level (in addition to all previous levels, if applicable)	In addition to level A	In addition to levels A and B
			<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Degree in planning or related subject or at least 5 years' experience in Development Management of which a portion should be as a Senior Planner.</li> <li>• Eligible for RTPI Full Membership or at least 5 years' experience in Development Management or equivalent environment.</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>•</li> </ul>
			<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• A sound working knowledge of planning legislation and associated regulations and guidance and ability to apply to applications, appeals and advice.</li> <li>• Full knowledge and understanding of the planning application and associated processes including the</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• A good working knowledge of planning legislation and associated regulations and guidance and ability to apply to applications, appeals and advice.</li> <li>• Good working knowledge of legal requirements and case law in the context of Development Management, with particular</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• An excellent working knowledge of planning legislation and associated regulations and guidance and ability to apply to applications, appeals and advice.</li> <li>• Expert working knowledge of planning legislation and</li> </ul>

		<ul style="list-style-type: none"> <li>• To develop excellent working relationships with developers, agents, landowners and other council services and other stakeholders to negotiate and deliver high quality, sustainable development.</li> <li>• To be lead officer in relation to the appeal process in relation to all types of appeals against refusals, non determination or conditions etc, in which they have acted as case officer, or as directed by Service Manager, ensuring timescales are met, that Council decisions are defended as strongly as possible and that strong cases are made where appropriate to both defend against costs and apply for costs.</li> <li>• To manage, lead and inspire a team of officers within the Development Management Team providing advice, assistance and direction to develop officers including undertaking staff appraisals, addressing welfare, capability and disciplinary issues, advising on personal development, training and coaching, in order to maximise performance from individuals, satisfy personal aspirations and to ensure that staff fulfil their potential and effectively contribute to Council business.</li> <li>• To assist Service Manager and Chief Planner when necessary in allocating appropriate applications and in determining delegated cases upon which they have not been the case officer, in accordance with National and Local Planning Policy and Guidance and the Council's scheme of delegation.</li> <li>• To promote the use of Planning Performance</li> </ul>	<p>varying types of appropriate planning enforcement action.</p> <ul style="list-style-type: none"> <li>• Sound working knowledge of legal requirements and case law in the context of Development Management.</li> <li>• Demonstrable understanding of wider national policy and local context for planning in Medway, with ability to provide advice on these matters.</li> <li>• Understanding of IT systems and their application and use in the Development Management function.</li> <li>• Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding</li> <li>• An awareness of the One Medway Council Plan</li> </ul>	<p>reference to spatial data management and analysis.</p> <ul style="list-style-type: none"> <li>• Excellent understanding of wider national policy and local context for planning in Medway, with ability to provide advice on these matters.</li> <li>• Good understanding of the One Medway Council Plan and service plan and how the service will deliver successful outcomes.</li> </ul>	<p>associated regulations and guidance and ability to apply to applications, appeals and advice.</p> <ul style="list-style-type: none"> <li>• Expert working knowledge of legal requirements and case law in the context of Development Management, with particular reference to spatial data management and analysis.</li> </ul>
			<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Extensive experience in Development Management of at least 5 years.</li> <li>• Experience of dealing with major and complex proposals, including managing development teams and presenting significant proposals to Members, including at Planning Committee.</li> <li>• Experience of negotiating and dealing with applications that are subject to a Planning Performance Agreement.</li> <li>• Demonstrable experience of representing the Council in planning appeals of all types.</li> <li>• Significant and demonstrable experience in developing successful partnership working with developers, agents and other stakeholders.</li> <li>• Demonstrable experience of identifying potential problems and taking appropriate action.</li> <li>• Demonstrable experience of contributing to change and listening to new ideas.</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Demonstrable experience of dealing with major and complex proposals, including managing development teams and presenting significant proposals to Members, including at Planning Committee.</li> <li>• Extensive Experience of negotiating and dealing with applications that are subject to a Planning Performance Agreement.</li> <li>• Extensive experience of representing the Council in planning appeals of all types.</li> <li>• Experience of leading a high performing team of officers dealing with the associated issues of performance management, professional development and progression.</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Extensive experience of dealing with major and complex proposals, including managing development teams and presenting significant proposals to Members, including at Planning Committee.</li> <li>• Extensive experience of leading a high performing team of officers dealing with the associated issues of performance management, professional development and progression.</li> </ul>

		<p>Agreements, Planning Extension Agreements, pre application negotiation and Presentations to Members to applicants and developers and to negotiate Planning Performance Agreements and the necessary charges.</p> <ul style="list-style-type: none"> <li>• Manage own workload and that of direct reports to ensure application and pre-application deadlines and performance targets are met. Including development and implementation of systems and procedures to ensure the achievement of the required performance targets both as part of a team and individually and to foster an environment of continuous improvement and to ensure that the Development function is meeting all legislative requirements and that decisions are not open to successful challenge through the Ombudsman or the Courts.</li> <li>• To work with the Service Monitoring Officer to ensure appropriate responses to complaints against the service, responding appropriately where such complaints are justified and taking the necessary steps to ensure such complaints do not re occur.</li> <li>• At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of dealing with customers in a courteous and helpful way by keeping them advised of progress and offering them a solution to their problem.</li> <li>• Extensive experience of the enforcement of planning control.</li> </ul>		
			<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Proficient in the use of Microsoft Word, Excel and Outlook</li> <li>• Full driving licence valid for use in the UK and access to own transport for work purposes</li> <li>• Demonstrable ability to analyse and interpret very varied and highly complex information and develop strategies and solutions for long term plans</li> <li>• Demonstrable ability to use highly developed communication skills to confidently present complex/sensitive information in an understandable way, adapting the style to a range of audiences.</li> <li>• Advanced and effective communication skills, including oral, written, presentation, briefing and influencing others tailored to meet the needs of a wide range of audiences and stakeholders.</li> <li>• Demonstrable ability to work independently within clear guidelines and regularly use initiative to make decisions, referring to more senior officers for advice on policy/resource issues.</li> <li>• Demonstrates the ability to deal with very high levels of work-related pressure, for example, from deadlines, interruptions or conflicting demands</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrable ability to work independently within clear guidelines and regularly use initiative to make decisions, rarely referring to more senior officers for advice.</li> <li>• Demonstrable ability to develop and improve a team of officers through guidance, direction and performance management.</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Able to deputise for the Head of Development Management when necessary.</li> </ul>

			<ul style="list-style-type: none"><li>• Demonstrable ability to carry out tasks which impact on the well being of people, including assessing needs, implementing care/welfare, implementing regulations, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems.</li><li>• Demonstrable ability to be able to support and mentor more junior/less experienced staff, providing direction, monitoring progress and empowering them to achieve objectives and demonstrable experience of providing guidance on internal policies and procedures.</li><li>• Able to manage complex projects, assessing and taking account of known risks, able to adapt to changes and problems along the way.</li><li>• Able to demonstrate an understanding of how the organization works and how this fits into the political environment, with a commitment to cross boundary and team working.</li><li>• Able to build and develop productive teams, setting clear objectives and identifying better ways of working, managing change effectively.</li><li>• Ability to act as a role model to promote equality and manage diversity in the workplace and service provision, ensuring everyone has appropriate and fair access and support.</li></ul>		
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