

Job Description

Job title	Planning Officer
Directorate	PLACE : Regeneration, Culture and Environment
Division	Planning Service
Range	MPR 4
Reports to	Principal Planning Officer

Main purpose of the job:

To effectively and efficiently deal with a caseload of a range of planning and other applications as well as associated appeals and pre-application advice requests.

To assist in the development and implementation of systems and procedures to ensure the achievement of the required performance targets both as part of a team and individually, as well as a consistency of decision making.

To participate in enforcement work in dealing with the investigation of breaches of planning control and to progress the appropriate action as required, defending that action where necessary through the appeals process or in court.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and outcomes:

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.

Attend and present planning applications to Planning Committee, at members site visits and member presentations, including articulating and endorsing recommendations.

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.

Defend the Council's decisions at appeal and present the Council's case on written representation and informal hearing appeals.

Manage own workload to ensure application and pre-application deadlines and performance targets are met.

Provide advice and assistance to members of the Planning Enforcement Team with regard to breaches of planning control and formal action.

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.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation:

This role reports to the Principal Planning Officer.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

- Degree in planning related subject or equivalent experience.

Level B (in addition)

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Level C (in addition)

- Eligible for RTPI Associate membership or in exceptional circumstances equivalent experience.
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Knowledge

Level A

- General understanding of the development planning system and its legislative framework.
- Understanding of the planning application process.
- Understanding of IT systems and their application and use in the Development Management function.
- A good understanding of equality, diversity and inclusion.
- A good understanding of GDPR legislation and best practice in relation to information sharing.

Level B (in addition)

- Full understanding of the planning application and associated processes.
- Knowledge of the varying types of appropriate planning enforcement action.

Level C (in addition)

- Good understanding of the development planning system and its legislative framework.
 - Sound knowledge of the varying types of appropriate planning enforcement action.
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Experience

Level A

- Experience of dealing with customers, keeping them advised of progress and offering them a solution to their problem.
- Demonstrable experience of coping well under pressure and difficult situations, able to identify and act on own development needs.

Level B (in addition)

- Demonstrable experience of thoroughly analyzing information, and considering alternative solutions, adapting to new ways of working where necessary.
- Experience of effectively and efficiently processing a high volume of all types of planning applications from pre application to determination.

- Experience of dealing with appeals associated with a caseload of applications.
- Experience of the enforcement of planning control.

Level C (in addition)

- Extensive experience of effectively and efficiently processing a high volume of all types of planning applications from pre application to determination.
- Extensive experience of dealing with appeals associated with a caseload of applications.
- Extensive experience of the enforcement of planning control.
- Demonstrable experience of presenting applications to Planning Committee.

Skills

Level A

- Proficient in the use of Microsoft Word, Excel and Outlook
- Full driving licence valid for use in the UK and access to own transport for work purposes
- Understanding of, and ability to read, plans and drawings likely to be submitted in support of planning applications.
- Ability to manage time effectively, planning own workload and setting appropriate objectives and deadlines.
- Ability to communicate in a manner which is easily understood and tailored to meet the needs of the audience.
- Ability to deal with customers in a courteous and helpful way.
- Ability to think about alternative ways of doing things and being open to new work practices and responsive to change.
- Commitment to equality and diversity, accepting differences and treating everyone fairly.
- Ability to demonstrate an understanding of how teams work with other services and takes a proactive approach towards helping others.

Level B (in addition)

- Demonstrable negotiation skills to improve development through the pre-application and application process.
- Good communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders.

Level C (in addition)

- Extensive negotiation skills to improve development through the pre-application and application process
- Good understanding of the development planning system and its legislative framework.
- Ability to work independently on caseload with minimal supervision or assistance