**Job Description**

**Senior Planning Officer**

**Level:11**

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| **Responsible To:**  | **Responsible For:** |
| Team Leader – Principal Planning Officer | Planning Officers |

**About the job:**

The Senior Planning Officer will help to deliver an efficient and effective Development Management Service. The post holder will deal with all aspects of Development Management, including the processing of planning and related applications, production of reports, handling appeals and provision of planning advice. The post holder will mentor Planning Officers and will sign off householder and minor planning application reports.

**Role:**

To deal with all aspects of the Development Management Service, including the processing of planning and related applications, production of reports, the provision of planning advice, and signing off householder, minor and other applications under delegated powers.

Preparation of statements of case and proofs of evidence for planning appeals and appearance as an expert witness at Public Inquiries.

Provide professional advice and guidance to elected members, officers and members of the public in relation to development management matters.

Assist in monitoring all changes in legislation, advice and research relating to development management and communicating relevant changes to officers, members and partners as appropriate.

Attend and present planning application reports to Planning Committee as necessary.

To exercise delegated authority to make decisions on planning applications, in accordance with prior agreed procedures.

To contribute to the formulation, review and revision of planning policy, masterplans and development briefs.

Mentor and support less experienced members of the development management team.

**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.

**What the successful candidate will have:**

**Qualifications**

* Degree in Town Planning or related qualification.
* Eligible for membership of the RTPI.
* Evidence of continuing professional development.

**Experience**

* Significant post qualification experience in planning, including Development Management.
* Experience of dealing with members of the public/ stakeholders in the planning process.
* Proven time management, organisation, negotiation skills (internal & external), and guiding junior members of a team.
* Effective in use of computerised planning application administration system including MS office.

**Knowledge**

* Thorough knowledge of town planning legislation, policy and guidance.

**Skills & Abilities**

* Excellent communication and presentation skills.
* Ability to manage workload and undertake prioritisation to meet deadlines.
* Excellent IT skills.
* Ability to work across teams in a positive and constructive manner to achieve results.
* Ability to manage and prioritise own workload and work with limited supervision.
* A current full driving licence.

**Our Values & Behaviours**

**Customer Focused** - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service.

**Forward Thinking** - We solve difficult problems by being adaptable, resilient, and innovative.

**Working Together** - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services.

**Making a Difference** - We make a positive difference for our communities by being helpful and going the extra mile.

**Delivering Quality Services** - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome.