

Job Description

Planning Assistant to Planning Officer (Development Management) (appointment at relevant experience level)

Level 6-10

Responsible To:

Senior Planner/
Planning Policy Team Leader

Responsible For:

N/A

About the job:

To work flexibly throughout the Planning Service to either contribute to the delivery of a high quality and customer focused Development Management service; processing planning and related applications, producing of reports, handling appeals and providing planning advice or contributing to all aspects of planning policy including plan-making, research, monitoring and forecasting.

Role:

At Level 6 you will have Level 6 qualification and be capable of dealing with a range of Development Management Service aspects, including:

1. Dealing with telephone enquiries to provide planning advice to members of the public.
2. Dealing with householder and minor planning applications.
3. Supporting the key pieces of planning policy including gathering evidence, collating and analysing data, providing research and statistical monitoring support in order to deliver statutory and local monitoring reports.
4. Assist at public consultation events.

At Level 8 you shall have a Level 6/degree qualification in a relevant subject, be able to carry out the above duties, and in addition the duties listed below:

5. Assist in the preparation of statements of case for planning appeals through written representations procedures and the provision of support at Public Inquiries.
6. Support the development of key pieces of planning policy including gathering evidence, collating and analysing data, developing policy drafts and producing monitoring reports.
7. Carry out public participation, consultation and community involvement presentations and events, and prepare responses to representations.

In addition to the above, at Level 10 you will have a relevant Planning related qualification and be working towards RTP1 membership. You will also be able to demonstrate the following ability:

8. Demonstrable ability and experience of dealing with a mixed case load of more complex minor applications and small-scale major planning applications independently.
9. Lead on planning appeals, through written representation procedure or informal hearings.
10. Provide expert advice to elected members and senior leadership officers on planning related matters as required and present planning applications to Planning Committee.
11. Lead on negotiating improvements to planning proposals and securing necessary s106 financial contributions to ensure high quality outcomes are achieved and any necessary mitigation is delivered.
12. Attend and present reports Plan Working Groups / Joint Advisory Committee as necessary.

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:

Progression through the 3 levels will be subject to agreement with the Head of Service in consultation with the Planning Manager.

Qualifications

Level 6

- Level 6 qualification
- Driving licence

Level 8

- Level 6/ degree qualification in a relevant subject

Level 10

- Relevant Planning related Level 6 qualification
- Evidence of continued Professional Development
- Working towards full membership of the RTPI

Experience

Level 6

- Experience of working in an office environment, in a customer facing role (D)
- Understanding of the Town Planning System in England.

Level 8

- Experience of dealing with planning applications
- Experience of planning appeals
- Experience of public consultation events

Level 10

- Delivering an efficient service to members of the public and councillors
- Proven experience of dealing with planning appeals, including majors
- Proven experience of the responsibility of dealing independently with small scale major development schemes
- Experience of dealing with members of the public/ stakeholders in the planning process

Knowledge

Level 6

- Understanding and knowledge of town planning system.

Level 8

- Good level of understanding of planning in both areas of planning policy and Development Management, including demonstrable knowledge of up to date legislative changes in the planning system in England.

Level 10

- A thorough understanding of current planning legislation and post qualification experience in planning, including Development Management and Planning Policy (D)

Skills & Abilities

Level 6

- Good customer service skills and willingness to learn

Level 8

- Excellent communication skills with the ability to communicate to a range of audiences.
- Strong customer service skills, with the ability to build rapport and negotiate with customers to reach a desired outcome.
- Strong decision-making skills, with the ability to identify issues and take action to resolve them.

Level 10

- Excellent communication skills with the ability to communicate complex information or difficult messages to a range of audiences.
- Demonstrate the ability to independently deal with work of a highly complex nature.
- Have the technical knowledge and experience to provide advice and assistance to Members, Senior Managers, residents and Developers on a range of Development Management matters.
- Be influential and diplomatic, particularly on matters which are complex, controversial and/or politically sensitive.
- Demonstrate the ability to build effective and respected relationships both internally and externally.