

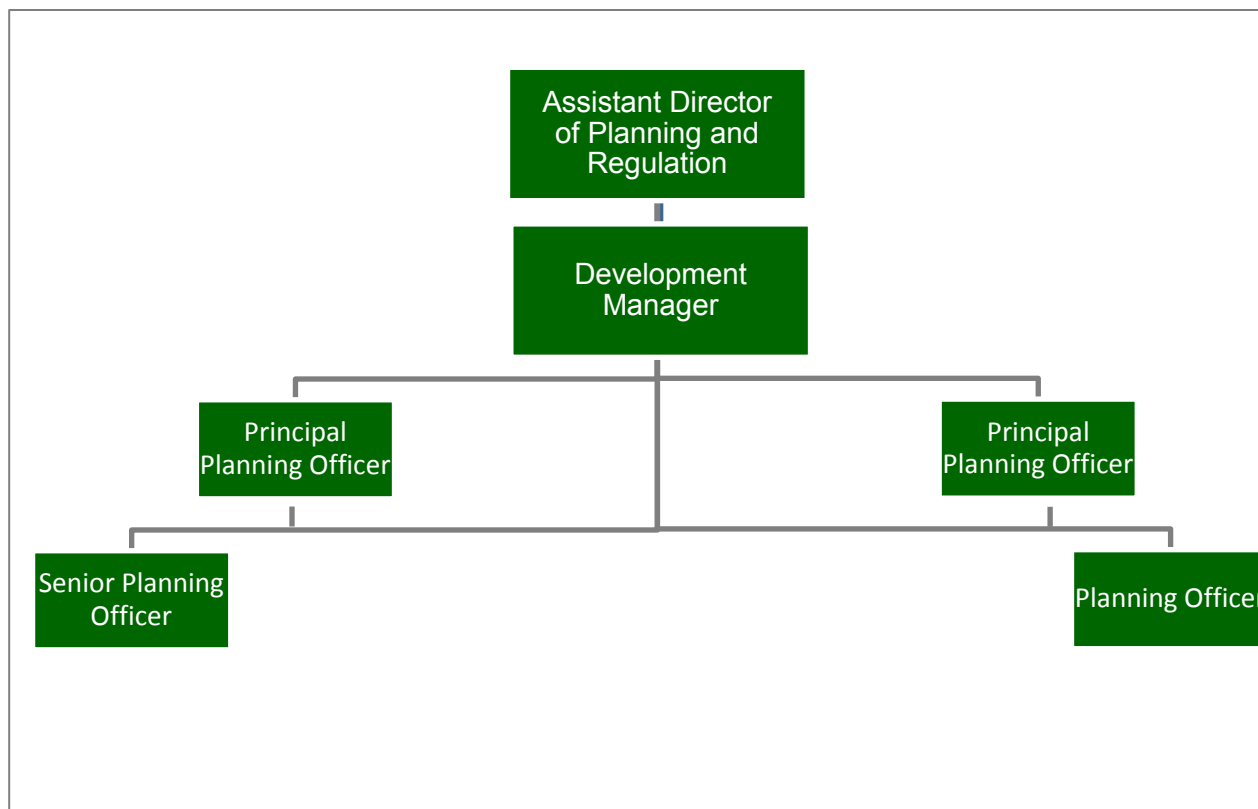
Job Description

Post Title	Senior Planning Officer
Post Number:	000723
Business Unit	Planning and Regulation
Business Unit team	Development Management
Accountable To (<i>Line Manager</i>):	Development Manager
Responsible For (<i>Direct Reports Post Title</i>):	None

Job purpose

- To undertake a senior professional role across a wide range of development management work and development.
- To manage a wide range of planning applications including a proportion of 'majors' as well as dealing with planning appeals, enforcement cases, and the various range of consents required under the planning acts.
- To provide an advisory Development Management service to the public, prospective developers and other parts of the Council.
- To represent the Assistant Director of Planning and Regulation at meetings involving both professional and technical issues and the wider public.
- To manage project work, including the work of external consultants.
- To be involved in public consultation exercises.
- To assist in the discharge of the Council's statutory responsibilities as prescribed by the Planning Acts and related legislation.

Organisational position



Key tasks, duties, responsibilities and accountabilities of the post

Planning Applications

1. To be responsible for the processing of various types of planning applications received by the Council, in accordance with national legislation, rules, orders, regulations and other Government advice and local policies and procedures.
2. To be responsible for the preparation of reports, plans, images and other material concerning planning and other applications for approval of the Development Manager and Assistant Director of Planning and Regulation and if necessary their presentation to the Planning and Development Committee.
3. To negotiate, where possible, on behalf of the Council to bring about improvements to proposed development schemes in the interests of enabling the grant of planning permission or reducing the potential grounds of refusal.

Other Development Management Matters

1. To be responsible for the processing of all other applications related to Development Management matters such as applications for listed building consent, advertisement consent, works to trees and other related matters.
2. To process all submissions for pre-application advice with accuracy and speed to ensure sound advice is provided to people and organisations considering the submission of applications based on all the information available at the time.

3. To process other Development Management related “applications” such as consultations from other public bodies.
4. To be responsible for the negotiation and monitoring of legal agreements and undertakings under planning legislation. In particular on the more complex applications which secure important facilities for the Borough such as affordable housing provision, financial contributions to be spent on Council facilities.
5. To provide general planning advice to members of the public.

Enforcement

1. To monitor the implementation of all developments to ensure compliance with the details of planning permissions and any conditions imposed.
2. To register and investigate any alleged contraventions or breaches of planning control.
3. To carry out detailed negotiations with members of the public and agents in an attempt to ensure compliance with planning controls without the need for formal legal action.
4. To issue any formal cautions or warnings as may be necessary in relation to alleged contraventions or offences and to take such action as may be appropriate within the scope of the schedule of delegated powers.
5. In conjunction with the Development Manager and Assistant Director of Planning and Regulation to consider the appropriateness of issuing Enforcement Notices, Breach of Condition Notices, Section 215 Notices etc.

Appeals

1. To be responsible for the processing of appeals in relation to Development Management matters.
2. To be responsible for the preparation of the Council’s case in relation to appeals dealt with by way of written representation.
3. To be responsible for the preparation of the Council’s case and, where necessary, give evidence in relation to appeals dealt with by way of informal hearings and public inquiries.
4. To be responsible for the preparation of the Council’s case and, where necessary, give evidence in relation to court hearings and other legal proceedings.

The role's key contacts and level of relationships with individuals, groups of people, agencies and external organisations

- Daily contact with the Development Manager and all other Development Management officers at all grades.
- Involvement with all industry professionals such as Architects, designers, Surveyors, professional consultants, on an advisory and regulatory basis, also as contracted consultants in some instances.
- Frequent contact concerning statutory consultations and notifications relating to the usual statutory undertakers, central government departments, other local authority professionals and voluntary sector bodies and partners.
- Contacts within other Council departments, particularly frequent contact with allied functions such as Planning Policy, Environmental Health, Engineers, Housing Department, Architects, etc.
- Direct contact and advice to the general public and other internal departments in respect of planning and other applications for development, and other areas of common interest.
- To advise and support any other more junior members of the team as may from time to time be appointed and support their ongoing development.
- To provide factual information and advice to Members on all enquiries concerning Development Management matters.
- To attend relevant Committees and Panels of the Council to provide advice on Development Management matters.
- To carry out any other duties reasonably required by the Assistant Director of Planning and Regulation.

Governance, Corporate and other responsibilities

- Undertake any additional responsibilities as directed by the line manager commensurate with the level and grading for the role.
- Adhere to the Council's policies, rules and procedures including, Health and Safety, Equal Opportunities, all other legislative responsibilities, governance, financial and procedural rules.
- Ensure compliance with the Council's enforcement policies in respect of undertaking enforcement action.

Stevenage Borough Council (SBC) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, volunteers and recruitment candidates to share this commitment. SBC shall take all reasonable steps to employ staff who are safe to work with children, young people and vulnerable adults. For posts identified with regular contact with these groups applicants will be required to undertake a Value Based Interview. The council supports the legislative requirements for employing and maintaining safer staff and the guidance specified by [Hertfordshire Safeguarding Adults Board](#)

Person Specification

	Required Skills and Competencies	Essential	Desirable	How to be Assessed Application (A) Test (T) Interview (I)
Knowledge, Skills and Abilities	Knowledge, Skills and Abilities			
	Good knowledge of Town Planning Legislation, including planning enforcement.	<input checked="" type="checkbox"/>		(A) & (I)
	Ability to manage own workload in a structured way to meet statutory deadlines.	<input checked="" type="checkbox"/>		(A), (I) & (T)
	Ability to meet changing priorities.	<input checked="" type="checkbox"/>		(A) & (I)
	Knowledge of major issues affecting the planning system.	<input checked="" type="checkbox"/>		(A) & (I)
	A good knowledge of planning policy.		<input checked="" type="checkbox"/>	(A), (T) & (I)
	An ability to interpret polices and law.	<input checked="" type="checkbox"/>		(A), (T) & (I)
	Good written and oral communication skills including with other professionals, Councillors and members of the public.	<input checked="" type="checkbox"/>		(A), (T) & (I)
Experience	IT experience, particularly the use of packages such as Microsoft Office, Idox, Uniform and GIS.	<input checked="" type="checkbox"/>		(A) & (I)
	Ability to work as a team member and contribute to the team.	<input checked="" type="checkbox"/>		(A) & (I)
	Ability to deal calmly with members of the public and developers.	<input checked="" type="checkbox"/>		(A) & (I)
	Minimum of 2 years' experience working in Development Management.	<input checked="" type="checkbox"/>		(A) & (I)

	Required Skills and Competencies	Essential	Desirable	How to be Assessed Application (A) Test (T) Interview (I)
	Experience of dealing with minor applications, appeals and enforcement of the planning legislation.	<input checked="" type="checkbox"/>		(A), (I) & (T)
	Experience of dealing with internal and external agencies and the general public.	<input checked="" type="checkbox"/>		(A) & (I)
	Some evidence of supervising others including consultees or contactors.		<input checked="" type="checkbox"/>	(A) & (I)
Qualifications and Education	Degree or equivalent in town planning recognised by the Royal Town Planning Institute.	<input checked="" type="checkbox"/>		(A) & (I)
	Membership of the RTPI		<input checked="" type="checkbox"/>	
Any Other Attributes required for the role not mentioned above	The post holder is required to undertake site visits and attend external meetings.	<input checked="" type="checkbox"/>		(A) & (I)
	The post holder will hold a full and current driving licence and have access to their own transport.	<input checked="" type="checkbox"/>		(A) & (I)
	Requirement to attend evening meetings and occasionally evening working.	<input checked="" type="checkbox"/>		(A) & (I)