



Role Profile

Job Title: Planning Officer	Role Profile Number: SC2672
Grade: N	Date Prepared: June 2021
Directorate/Group: Economy and Development - Planning	Reporting to: Principal Planner, Development Management
Structure Chart attached:	No

Job Purpose

To determine, through recommendation to senior officers or Planning Committee, a range of planning applications and associated submissions including, Certificates of Lawfulness and submissions under Local Development Orders. This includes pre-application discussions, consultation, consideration of all material considerations, negotiation, drafting a report, making a recommendation in accord with Planning law and, if required, defending at appeal. Attendance at public meetings, planning committee and appeal proceedings is an important element of this discipline.

Key Accountabilities

- Contribute to delivering the statutory Development Management function for Swindon Borough.
- Implement the Development Plan along with related local and national policy, advice and guidance.
- Assess a range of minor, and householder planning and related applications (including Certificates of Lawfulness and submissions against LDO's), for the development of land and to provide a written case report and recommendation for each planning application.
- Provide written and oral advice to the Planning Committee to assist in the determination of these planning applications.
- Represent the Local Planning Authority in the defence of decisions, including at Hearings, and in support of Senior Officers at Appeals.
- Initiate, investigate and take appropriate action to rectify breaches and alleged breaches of planning control.
- Provide advice on a day-to-day basis about development constraints and opportunities.

- Represent the Local Planning Authority in discussions about current or proposed development applications with national and local organisations.

Supplementary Accountabilities

- Determine planning and related applications submitted to the Local Planning Authority. Prepare and review case reports to assess the planning merits of minor planning and related applications, and related applications such as Certificates of Lawfulness, including making recommendations for the development of land for determination by the Planning Committee, or under powers delegated by the Planning Committee.
- Check the validity of planning and related application submissions and to identify requisite statutory and non-statutory consultants along with the appropriate level of publicity according to the status and location of each application.
- Attend Planning Committee meetings as required to present planning applications, to brief elected Members, to respond to public questions and to provide written and oral advice prior to the determination of applications.
- Review the procedures and processes to ensure efficient and effective performance, ensuring that new legislation, policies, advice and statements are followed, and that best practice is observed and national and/or local targets are met or exceeded.
- Ensure through the Development Management procedures and processes that the adopted Development Plan is implemented, that national and local statutory and non-statutory guidance is followed ensuring that full consultation is carried out and that responses are taken into consideration before applications are determined.
- Assist in projects required in the continual improvement of the Development Management function.
- Participate in the preparation, monitoring and review of the Development Plan, including its implementation.
- Respond to queries from internal or external sources regarding Development Management issues.
- Contribute to the development of new guidance and procedure notes for the efficient and effective processing of planning and related applications.
- Prepare and present evidence on applications at public meetings, examinations, inquiries or hearings, as required to support the Council's decisions.
- Assist the Planning Enforcement Team in the recording, investigation and collection of evidence of

alleged breaches of planning control relating to your caseload and assist in enforcement action to rectify such breaches.

- Develop and maintain appropriate service contacts and linkages throughout the Council, with other planning authorities and the private sector in furtherance of Development Management.
- Contribute to the training of elected Members in Development Management matters.
- Participate in the Duty Officer Rota in order to provide advice to members of the public.
- Represent the Council at meetings as directed by senior officers.
- Assist in public participation exercises to include public exhibitions and workshops in relation to development management, major development areas, policy or other planning issues, as well as attendance at Public Meetings and such other forums as necessary to ensure adequate and satisfactory public participation.
- Ensure a high quality of development through negotiation of schemes and the provision of planning advice to other officers, Council departments and external developers.
- Undertake any other duties appropriate to the level and responsibilities of the job.
- Take responsibility for understanding and implementing the Council's health and safety policy and protocol.

This role profile is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the Planning Service, always in consultation with the post holder.

Knowledge & Experience

- Computer literate in word processing, database, spreadsheet and presentation packages is essential (required for day to day undertakings of the job), and experience of GIS preferable with knowledge of MapInfo an advantage.
- Ability to make site visits (Full UK driving licence).
- Ability to read plans and assess three dimensional proposals presented in two dimensional formats.
- Ability to manage projects and to negotiate improvements to be submitted applications to meet deadlines (to ensure that set tasks are undertaken and completed efficiently to a satisfactory standard). Experience of Prince 2 an advantage.

- Experience of a case load in Development Management and project or planning policy experience (particularly in a Local Authority).
- Ability to present detailed information through strong report writing skills and including oral presentations.

Qualifications

- A Degree in Town and Country Planning (UK) or a comparable and related discipline (required to ensure an appropriate technical knowledge of UK Planning Legislation) or working toward completion of the dissertation for a Masters in Town and Country Planning.
- Development Management experience in a Local Planning Authority with own case load of work.

Decision Making

- Can make effective decisions quickly and will act on own initiative in order to resolve problems.
- Shows creativity in using resources to deliver cost effective services.
- Experience of decision making in a political environment.

Creativity and Innovation

- Reviews ways of working and identifies opportunities to improve the quality of work of the team.
- Demonstrates creativity in using resources to deliver services.
- Identifies new ways of working with partners and communities.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <p>N/A</p> <p>Typical tasks supervised/allocated to others</p> <p>N/A</p>	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility</p>	<p>No</p> <p>Laptop, phone, tablet (shared), other office equipment to facilitate working from home.</p>
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Contacts and Relationships

Day to day contact with the following:

- Liaising with local communities, improving communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships is fundamental to this role.
- Working in a collaborative manner with external and internal customers, community members and other bodies that interact with this post is essential.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	