



SWINDON
BOROUGH COUNCIL

Role Profile

Job title:	Planning Officer (Development Management)	Role Profile No	SC2672
Grade/s	N		
Salary Range			
Directorate / Pillar / Strand	Economy Regeneration and Skills, Planning	Reporting to:	Service Managers (Development Management and Master Planning & Design)

Role Overview:

To determine a range of planning and related applications. 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.

Job Purpose:

- Contribute to delivering the Development Management function for Swindon Borough.
- Implement the Development Plan along with related local and national advice and guidance.
- Assess a range of minor, and householder planning and related, for the development of land and to provide a recommendation for each 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.
- Initiate, investigate and take appropriate action to rectify breaches and alleged breaches of planning control.
- Represent the Council in discussions about current or proposed development applications with national and local organisations.

Key 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, including making recommendations for the development of land for determination by the Planning Committee, or under powers delegated by the Planning Committee.

- 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.
- 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.
- 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 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.
- Represent the Council at meetings as directed by the Service Manager, or Head of Service
- 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.

Knowledge and 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 a distinct 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 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 a caseload in Development Management and project or planning policy experience.
- Ability to present detailed information through strong report writing skills and including oral presentations

Statutory Qualifications required for this post:

- 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 caseload 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.

Contacts and Relationships

- Working with Councillors, developers and residents

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