



Role Profile

Graduate Planning Officer
Inclusive Economy & Sustainability



SWINDON
BOROUGH COUNCIL

Role Profile: Graduate Planning Officer	Role Profile Number: SBC_12154
Grade: CFL 6	Salary:
Directorate/Group: Inclusive Economy & Sustainability	Reporting to: Senior Planning Officer
Date Prepared: 1 st July 2024	Structure Chart attached: Yes

Job Purpose

To work within the council’s planning functions in a customer focused and solutions led way creating the right conditions for accelerating high-quality development and supporting sustainable growth in Swindon.

To build trust with residents ensuring that planning services meet resident needs and which actively support the delivery of the council’s inclusive economy & sustainability priorities.

The postholder will ordinarily focus in either development management, planning policy or planning enforcement as per the description of the job advert but work flexibly based on the operational needs of the service (should these change).

Through your manager, support the Chief Planning Officer to unlock planning barriers and provide the appropriate policy context to support key regeneration projects, transform the town centre and support the council’s emerging new ways of localities working.

Key Accountabilities

- Through the completion of your day-to-day activities, you will work to position planning services as the ‘growth engine’ to unlock activity which meets residents needs and contributes to the local economy.
- Engage with consultees who input into the planning service so that each organisation or group is able to do so in the most effective and cost efficient manner and understands their roles and responsibilities.
- Build progressive relationships with residents and local developers to achieve positive outcomes relating to place-making, and delivery of customer-focused value for money service solutions for all aspects of the service.
- To determine minor planning applications, undertake smaller planning projects and to deal with proposals for policy creation and/or development, and (with support of senior officers) to provide feedback on such proposals to improve the quality of development and delivery of infrastructure in Swindon.

- Portray the cultures, behaviours and shared values that make the Council successful through your daily activities and create an effective and efficient working environment to deliver Council priorities and pledges.

Main Activity Focus:

Planning Policy
<ul style="list-style-type: none"> • Assist at an entry level in the preparation and analysis of technical studies contributing to the preparation, monitoring and review of the Council’s strategic and regenerative policy initiatives. • Assist in the engagement of local stakeholder and interest groups in the development of local policy and the management and analysis of information obtained from these. • With the support of senior officers, to attend and present reports to Members’ Working Groups, Committees, Cabinet, Members’ site inspections/site meetings and to other organisations as required.
Development Management
<ul style="list-style-type: none"> • To assess (including undertaking site visits) and to prepare template style reports planning applications with a focus on householder, permitted development and certificate applications ordinarily determined under delegated powers. • You will work to support projects led by senior planning officers to accelerate growth within Swindon. • Work will be completed in accordance with set deadlines and will work to support better outcomes for new and existing residents of Swindon. • To participate in the Duty Officer Rota in order to provide advice to members of the public visiting the office.
Enforcement
<ul style="list-style-type: none"> • To manage and handle a caseload of minor breaches of planning control including but not limited to: investigating alleged breaches of planning control, liaising and negotiating with complainants and land and property owners, recording information on the department’s back office system, making clear and concise written recommendations to the Planning Enforcement lead Officer in respect of the full range of planning enforcement work by considering the expediency of taking action preparing formal notices and accompanying documentation.

Supplementary Accountabilities

- To develop commercial awareness and recognise the impacts of your day to day work on our residents.
- Meeting key service performance indicators and planning outputs which exceed national and local targets.

- Commensurate to your role, to respond to queries from internal or external sources regarding development management and policy issues relating to local and/or neighbourhood policies about individual sites, including an assessment of development potential.
- To promote the Council's policies and procedures for good records management; ensure that all information related to the post and functional responsibilities is created, maintained, stored and retrieved in accordance with the Council's procedures and policies and legislative requirements

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- A basic awareness of the roles and responsibilities of Swindon Borough Council
- 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.
- Ability to read plans and assess three dimensional proposals presented in two dimensional formats.
- Ability to present information through strong report writing skills and including oral presentations. Experience of undertaking research and presenting outcomes is desirable

Qualifications

- Educated to A-Level standard

Decision Making

- The postholder can take effective decisions quickly and act on their own initiative in order to resolve problems.
- The postholder must be able to quickly get to the heart of issues and accurately assess and manage risk commensurate to the scope of their post.
- Through developing, reviewing and implementing the Local Plan (and its evidence base) the postholder must ensure decisions taken are logical and based on the defined needs of the community ensuring both short and long term needs are planned for.

Creativity and Innovation

- Supports creative solutions to Council-wide issues and takes action to implement them
- Shows creativity in using resources to deliver cost effective services, engaging external experts where relevant, and looking beyond the boundary of current service delivery

<p><u>Job Scope</u></p> <p>Number and types of jobs managed The post holder will have no direct line management responsibility.</p> <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • The postholder has no direct delegated responsibilities 	<p>Budget Holder:</p> <p>Asset Responsibility:</p>	<p>NO</p> <p>Various operational assets and equipment</p>
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Contacts and Relationships

The Postholder will work in a collaborative manner with Members, Corporate Boards, other directorates, external and internal stakeholders, community members and other bodies that interact with this role to deliver solutions led positive outcomes.

Values and Behaviours

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

The postholder will be required to observe and fulfill the seven principles of public life (also known as the Nolan Principles):

- Selflessness - *Holders of public office should act solely in terms of the public interest.*
- Integrity - *Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.*
- Objectivity - *Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.*
- Accountability - *Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.*
- Openness - *Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.*
- Honesty - *Holders of public office should be truthful.*
- Leadership - *Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.*

Other key requirements of the role

The post holder will:

- be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and to ensure appropriate representation of the council with residents, the Leader and Cabinet and all elected Members and external bodies.
- Team player capable of influencing and working within cross-functional teams at all levels
- Ability to make site visits throughout the Borough and attend meetings outside the Borough

This is a not a politically restricted post under the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990.

Employee Name: Enter name here	Employee Signature:
Date: Enter date here	<i>Sign here</i>
Line Manager: James Coulstock, Corporate Director of Inclusive Economy & Sustainability	Line Manager Signature:
Date: Enter date here	