

Post title	Assistant Planning Officer
Division / Section	Planning and Transport / Planning and Building Standards and City Wide)
Department	Place
Responsible To	Team Manager
Number of post holders	2
Acting up/ Secondment	No

### **Purpose of Job**

To provide, under supervision, professional planning services that enable the Council to fulfil statutory duties and deliver related services.

The post will operate in at least three of the following operational services within the Planning Service:

- Development Planning
- Development Management
- Policy and Projects
- Service Delivery

### **MAJOR TASKS/JOB ACTIVITIES**

Assist with obtaining, analysing and interpreting information and evidence to inform the preparation, monitoring and review of the development plan and planning or conservation policies.

Assist in the drafting and preparation of development plan documents, planning or conservation policies and development briefs.

Assist with maintaining and reviewing statutory designations and preparing management plans.

Assess and make recommendations on planning and related applications.

Manage legal agreements, monitor condition compliance, investigate possible breaches of planning control and take enforcement action.

Provide general advice on the planning process, including pre-application advice.

Undertake consultations with other Council services, key agencies, neighbouring Councils, community councils, amenity bodies and other external organisations.

Assist with public engagement and attendance at meetings with local community groups.

Assist with preparing reports for Council Committees.

Prepare draft submissions for development plan examinations and planning appeals.

### **Supervision and Management of People (Numbers and type of staff)**

None

### **Creativity and Innovation**

Assist with devising innovative ways of gathering, analysing and presenting planning information.

Assist with preparing policies, guidance, frameworks and briefs that create attractive and successful places.

Use initiative to proactively recommend solutions to straightforward planning problems that comply with legislation and policy guidance.

Interpret the planning legislation, policies and guidance that apply to a proposal and use judgement to balance these with material considerations to arrive at a recommendation.

Assist with negotiations with applicants, consultees, key agencies and other bodies to achieve a satisfactory outcome.

### **Contacts and Relationships**

Regular contact with other Council services, key agencies, neighbouring Councils, community councils, amenity bodies, developers, landowners, agents and other external organisations. Contact will be at officer level.

The purpose is to progress the preparation of the development plan, planning policies and briefs and to determine planning applications. The outcome is to reach an agreed solution that can be reported to Committee for approval.

### **Decisions (Discretion)**

Identify planning issues involved in straightforward proposals, assess impact on amenity, environment, infrastructure and conformity with Council policy. Prepare reports of handling for Council committee or delegated decision with recommendations.

Assist with identifying straightforward planning issues requiring policy statements, develop policies and prepare reports for Council committee with recommendations.

Liaise with other agencies where issues overlap with other consent regimes and reallocate to other regimes where appropriate.

Assist with use of delegated authority to pursue informal enforcement action and, in courses of action following Committee decisions, to take formal action in the most appropriate way.

Primary responsibility for progressing own caseload and making decisions to ensure performance targets are achieved.

### **Decisions (Consequences)**

The decisions taken by the post will inform the Committee's decisions on the development plan, planning policy, straightforward planning applications, planning projects and simple enforcement cases. Decisions will also lead to the granting or refusal of planning permission under delegated powers, delegated enforcement action and the robustness of the Council's position when defending planning appeals.

### **Resources**

Responsible on a daily basis for Council property in the office and during site visits/meetings including ICT equipment, cameras, data and recording systems and vehicles.

### **Environment – Work Demands**

Expected to work with minimum supervision and project manage a large number of applications or policy development issues concurrently which requires them to resolve conflicting priorities, programme their own workload and be flexible and adaptable to interruptions to that programme or the need for a fast response to ensure performance targets or political/management priorities are met.

### **Environment – Physical**

Predominantly within the range of normal office-based activities but also required for approximately 20% of the week to undertake site visits and meetings which will require them to drive a council vehicle and/or access development sites on foot.

### **Environment – Working conditions**

Predominantly within the range or normal office-based activities but the post may be exposed to some adverse working conditions when on site for approximately 20% of the week.

## **Environment – Work Context**

The post has to be emotionally resilient in order to deal with challenging and confrontational behaviour from members of the public and others during community engagement events, site visits and in daily communications and/or meetings.

## **Knowledge and Skills**

The post requires an RTPI accredited degree or diploma in Planning and Licentiate Membership of the RTPI.

Sound knowledge of the specialist discipline of Planning.

Ability to communicate technical information both in writing and orally to elected members.

Ability to relate well to other professional disciplines and foster strong working relationships.

Ability to be flexible, to work to strict deadlines and cope when priorities change.

Good interpersonal skills and able to relate well to customers and the general public.

## **Health and Safety**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures. If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

## **Organisation Structure**

*(attach structure - specific to area of operation).*