

JOB SUMMARY

Post Title	Senior Planning Officer						
Job Family	<i>Service Delivery</i>	Pay Range	10	Line Manager to others?	Yes /No	Role profile ref	<i>SD10</i>
Service Area	<i>Planning Services</i>						
Line Manager	<i>Planning Team Leaders</i>						
Location	<i>Seaclose Offices, Newport</i>						

<p>Job Purpose To assist in all Development Management related matters in relation to planning applications and associated registration and validation, appeals and enforcement related issues.</p>
<p>Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)</p> <ol style="list-style-type: none"> 1. To assist in all Development Management related matters including enforcement and appeal related work in relation to a caseload of applications. 2. Work will include providing pre application advice; the registration, validation, appraisal, assessment, processing and determination of planning applications for varying types of development and condition discharge, combined with handling related correspondence and dealing with the general public. 3. To prepare reports relating to point 1 and 2, as required by the Planning Leadership team, including for the appropriate committees. 4. To negotiate and discuss various planning matters, including conditions and legal agreements, with applicants, agents and third parties. 5. To liaise with Planning Policy and other sections of the Service and the Council, as well as outside organisations and stakeholders, assisting with the production, maintenance and monitoring of the Councils policies as required. 6. To assist in the preparation and presentation of cases in connection with planning appeals. 7. To assist in the assessment, and determination of cases in relation to enforcement matters. 8. To assist to other service-related activities and associated disciplines/workstreams as may be required by the Planning Leadership team

Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific client groups.	<ul style="list-style-type: none"> • Ability to engage with a wide range of stakeholders in the planning process 	x	
Substantial practical experience demonstrating development through a series of progressively more demanding and relevant work roles. Relevant experience within the service area, working as part of team to meet service standards, targets and deadlines.	<ul style="list-style-type: none"> • Ability to appreciate and interpret working drawings. • Practical experience of site/proposal assessments or knowledge of construction processes • Clear ability to interpret and implement legislation and policy 	x	
Good communication, interpersonal and presentation skills, able to explain	<ul style="list-style-type: none"> • Clear demonstrable experience of writing clear and concise reports 		

JOB SUMMARY

technical / legal issues clearly. Proven ability to negotiate with, persuade and influence others.	<ul style="list-style-type: none"> and correspondence. Ability to negotiate, in writing and verbally, improved outcomes. 		
Good ICT skills including use of Microsoft applications and specialist systems.	<ul style="list-style-type: none"> Proven ability to use a range of applications related to the role, including Word, Excel, Outlook and potentially planning related document management and processing systems. 	x	
Authoritative knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Good knowledge of other areas of the authority relevant to the service and of wider sector / external influences.	<ul style="list-style-type: none"> Able to demonstrate relevant technical knowledge of the planning system, planning law and legislative requirements. Demonstrable appreciation of how the planning process engages with other departments within the Council 		
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workload, monitor and evaluate work, to ensure deadlines are achieved.	<ul style="list-style-type: none"> Proven delivery of high quality reports and assessments within the required timescales for signing off 		
Research, investigation and analysis skills.	<ul style="list-style-type: none"> Ability to undertake relevant site assessments and establish salient information from historic files. 		

Qualifications

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to GCSE standard (5 GCSEs – A to C grade) or equivalent or able to demonstrate equivalent experience – including English and Maths and ideally Geography or a related discipline.		x	
Relevant planning degree or degree in allied discipline or related experience.		x	
Student, Associate, Licentiate, or Chartered membership of the RTPI.			x
Holder of a full UK driving licence (and access to a car for work purposes).		x	