

**JOB PROFILE**

<b>Post No.</b>	
<b>Post Title:</b>	Graduate Planning Officer / Planning Officer (Development Management)
<b>Unit/Team:</b>	Development and Enforcement
<b>Grade:</b>	Grade D (Graduate Planning Officer) / Grade E (Planning Officer)
<b>Service:</b>	Growth & Investment
<b>Reports to:</b>	Principal Planning Officer
<b>Issue Date:</b>	April 2024

**PURPOSE OF THE JOB**

The post holder will deal with and determine a wide range of applications for planning permission, specialist consents and determination of requirement for prior approvals and resultant appeals ensuring acceptable development within the framework of local and national planning policy.

The post holder will also work as an integral and valued member of the Development Management Team and the wider Growth and Investment Service to undertake the efficient coordination, assessment, and determination of development proposals in the form of applications and preapplication enquiries.

**1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- 1.1.1 Process planning applications, Listed Building Consents, Advertisement Consents, Certificate of Lawfulness applications, prior approval notifications, telecommunications applications and formal planning consultations in an effective and efficient manner including the validation, registration and administration of applications and the issuing of those decisions independently.
- 1.1.2 Provide pre-application advice on a range of proposals including acting as well as coordinating the views of relevant stakeholders.
- 1.1.3 Carry out site visits, surveys, investigations and research work in connection with pre applications, applications, post application work, enforcement investigations and appeals.
- 1.1.4 Prepare committee reports and regularly present reports to Planning Committee and carry out Committee Site Visits in a confident and effective manner, including providing guidance, advice and clarification to the Planning Committee on associated matters.
- 1.1.5 Checking applications for completeness, adequacy and accuracy in plans, reading and measuring plans to determine fees; checking site histories to identify planning restrictions, formulating development descriptions from submitted forms and plans and

checking planning site histories in relation to licensing applications consultations and responding accordingly, liaising with applicants and agents to identify and acquire sufficient detail to validate and progress each application.

- 1.1.6 Prepare statements to support written representation appeals in connection with resultant appeals from applications and defend applications for the award of costs and at the Planning Officer level co-ordinate and prepare evidence and witness statements to represent the Council as a witness at appeal hearings, as well as defending applications for the award of costs.
- 1.1.7 Manage and prioritise own work-load in order to meet deadlines.
- 1.1.8 Keep up-to-date with national and local planning policy and guidance as well as planning appeal decisions and other relevant legislative changes.
- 1.1.9 Liaise with other statutory authorities/professional agents/members of the public/councillors and provide specialist advice in respect of a range of planning matters, where required.
- 1.1.10 At a Planning Officer level, you would assist and be involved in the use of project management tools such as planning performance agreements on more complex applications from pre-application to discharge of conditions stages.
- 1.1.1 At the Planning Officer level, you would Undertake negotiations with relevant parties using initiative to secure acceptable outcomes with regards to Section 106 agreements, including the application of the Council's community infrastructure Levy (CIL) in partnership with the Council's Legal & Governance Service.

## **2. OTHER DUTIES AND RESPONSIBILITIES**

- 2.1.1 Provide general advice and guidance to members of the Growth and Investment Service. At the Planning Officer level you would disseminate information and provide support, advice and guidance to colleagues regarding changes to national and local planning legislation, regulations, policy and guidance.
- 2.1.2 At the Planning Officer level carry out service improvement to reflect changes to national and local planning legislation, regulations, policy and guidance and other Council wide changes.
- 2.1.3 Produce decisions under the delegation scheme, for the full range of applications.
- 2.1.4 Such other reasonable duties the Principal Planning Officers and Development and Enforcement Manager or equivalent may require.
- 2.1.5 Be available for public consultation and to provide specialist knowledge and assistance whilst also dealing with direct telephone enquiries.

## **3. SUPERVISORY RESPONSIBILITIES**

None.

#### **4. FINANCIAL RESPONSIBILITIES**

Particularly, at the Planning Officer level, negotiate and secure financial contributions in relation to planning applications in relation to CIL.

#### **5. RESPONSIBILITY FOR ASSETS AND DATA**

For all equipment and data used to perform the duties of the role.

#### **6. EXTENT OF PUBLIC CONTACT**

Daily contact in person, in reception, on site, by telephone, e-mail and letter with other Council officers, members of the public, developers, agents, applicants, Parish Councils and statutory and non-statutory consultees.

Contact with Rugby Borough Councillors.

#### **7. WORKING CONDITIONS AND ENVIRONMENT**

Principally office based but with the need to visit sites throughout the Borough. Hybrid working available – refer to the Council's Agile Working Policy.

This will include out of hours and evening working and will involve unaccompanied on-site inspections and lone worker situations.

#### **8. CORPORATE RESPONSIBILITIES**

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

- Financial Accounting
- Equality and Diversity
- Health and Safety
- Risk Management
- Anti- Fraud
- Data Quality and Data Protection
- Business Continuity
- Major Emergency Plan
- Procurement and Contract Management
- Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

**9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

Refer to Person Specification attached.

<b>Signed as agreed:</b>	
Postholder	Date

## PERSON SPECIFICATION



### Post: Graduate Planning Officer / Planning Officer – Development Management

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
A relevant degree or professional qualification	E	A,D
Knowledge of current UK planning legislation	E	A,I
Advisory skills – be able to provide clear advice to assist with enquiries and to maintain an efficient and effective planning service	E	A,I
Be able to demonstrate an ability to weigh a range of considerations and arrive at justifiable assessments, conclusions and recommendations.	E	A,I
Ability to be able to demonstrate effective negotiation skills	E	A,I
Be able to write clear, accurate and concise reports and letters.	E	A,I
Effective communication skills – be able to communicate clearly and effectively with members of the public, Councillors and other third parties by letter, telephone, e-mail and face to face.	E	A,I,R
IT skills – ability to use Microsoft Office programmes and adapt to other software packages.	E	A,I
Ability to present reports and related issues clearly and concisely at Planning Committee and occasionally at other public meetings	E	A,I
Ability to manage own workload to deal with conflicting demands and deadlines	E	A,I
Full Valid UK Driving Licence with access to own transport for business use	E	D
A commitment to work within our CAN DO values	E	A,I
Familiar with other planning related legal procedures	D	A,I
Experience of planning work either in another local authority or private practice in the United Kingdom	D	A,I,R
Experience of the planning system and dealing with planning applications in the United Kingdom	D	A,I
Member or eligible for membership of the RTPI	D	A,I
Evidence of relevant training courses attended	D	A,D
<b>Additional Criteria – Planning Officer level</b>		
A relevant degree to Town Planning or professional qualification	E	A,D

Experience of the UK planning system and dealing with a variety of applications and consents	E	A,I,R
Experience of planning work either in a local authority or private practice in the UK	E	A,I,R
Good standard of literacy with the ability to write clear, accurate and concise reports and letters.	E	A,I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D