Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Planner
Service	Place & Growth
Team	Development Management / Planning Enforcement
Location	Shute End and remote working
Reports to	Team Manager
Worker Style	Hybrid – Shute End and remote working
Responsible for	None
Grade	6-8 (career grade)
Contract Type	Full Time, permanent
Post number (if known)	710929

Main Accountabilities	
1.	**Grade 6:** Manage validation, site visits, simple householder applications, certificates for proposed house extensions, non-material amendments and discharge of conditions; assess against policy, make recommendations and provide advice on house extensions. Undertake site audits, maintain databases and websites, support senior officers on complex applications, and support public events and stakeholder meetings. **Grade 7:** As Grade 6, with more varied and slightly more complex applications, including single dwellings, changes of use and other small-scale minor applications, certificates of existing use and advertisement applications. Advise on these cases and present to Planning Committee as required. **Grade 8:** As Grade 7, with more complex, large-scale minor applications and advice, prior approvals and support to senior officers on complex applications.
2.	**Grade 6:** Investigate simple enforcement cases, including unauthorised extensions and fences, and make policy-based recommendations. Use planning knowledge and negotiation to resolve cases, write appeal statements, support written representations appeals and meet Planning Inspectorate deadlines. **Grade 7:** Handle slightly more complex enforcement cases and draft enforcement notices. Negotiate in line with the Local Planning Enforcement Plan to secure retrospective applications or prepare reports explaining why action is not expedient. Write appeal statements and represent the Council at hearings. **Grade 8:** Handle more complex enforcement cases, prepare evidence in accordance with the Police and Criminal Evidence Act, and attend court as a Council witness. Manage more complex appeals and represent the Council at hearings and public inquiries; use knowledge and experience to solve complex problems.

3.	**Grade 6:** Provide guidance to agents, applicants and neighbours on validation, changes needed to make proposals acceptable and reasons for decisions. Liaise with Members and parishes as appropriate, work with customer services and specialists to resolve issues promptly, and meet application and appeal deadlines. **Grade 7:** Negotiate application amendments and write reports in plain English. Process applications within Government targets, improve development design, particularly householder schemes, scrutinise applications in Conservation Areas and consult the heritage officer on Listed Building applications. **Grade 8:** Deliver a responsive, high-quality planning and enforcement service, with policy-based recommendations and decisions that withstand appeal challenge. Deliver homes in the right places, including affordable housing, balance development with climate emergency objectives, conserve heritage assets and protect the environment and residents' quality of life. Determine applications within Government timeframes.
4.	**Grade 6:** Collect planning application fee income; calculate and check fees and CIL liability accurately. Identify constraints, arrange stakeholder consultation, ensure publicity and notification comply with planning requirements, and review development on site against permissions. **Grades 7 and 8:** Check applications promptly to ensure correct consultation and notification. Apply the correct policies to applications and enforcement cases and address all relevant material planning considerations in reports.
5.	**Grade 6:** Maintain a working knowledge of planning legislation, policy and guidance and keep up to date with changes. Update scripts, manuals, websites and procedures for best practice and continuous improvement, provide written briefings and use knowledge to solve planning and enforcement problems. **Grade 7:** Maintain working knowledge and keep up to date with legislative and guidance changes, new application types, emerging Council planning policies and national planning policy. Update scripts, manuals and procedures, suggest customer-care improvements, provide written and in-person briefings and use knowledge and experience to solve problems. **Grade 8:** Maintain extensive knowledge of planning legislation, policy and guidance; interpret and apply changes. Update procedures and guidance, suggest customer-care improvements, provide written and in-person briefings and solve complex problems.
6.	All roles: Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.

Person Specification	Essential	Desirable
Education/Qualifications	**Grade 6:** Undergraduate degree. **Grade 7:** Masters degree in Planning or a similar subject. **Grade 8:** Masters degree in Planning or a similar subject.	**Grade 6:** Masters degree. **Grade 7:** Working towards membership of RTPI. **Grade 8:** Chartered Member of RTPI.
Experience	**Grade 6:** Experience of presenting and of working under pressure and meeting deadlines. **Grade 7:** Experience of working under pressure and managing a planning caseload within timescales; presenting at Planning Committee; writing appeal statements; and negotiating design improvements. **Grade 8:** Experience of using judgement and problem solving	**Grade 6:** Some experience in a Local Authority Planning department. **Grade 7:** • Attendance at a public consultation/public forum. • Participation in an appeal hearing.

	to process a wide range of planning casework within timescales; presenting at Planning Committee; participating in appeal hearings; and negotiating planning obligations for infrastructure and affordable housing. The source career-grade role profile describes two years' experience and working towards RTPI chartership.	**Grade 8:** • Participation in a public inquiry. • Giving evidence in court.
Technical Skills	**Grade 6:** Good IT skills in Microsoft Word, Outlook, PowerPoint and Excel; knowledge of PowerBi, Civica APP, NEC and ESRI. Good written and verbal communication; presentation skills; persuasive report writing and decision-making recommendations. Ability to work under pressure and meet deadlines, listen actively, extract and assess important information, and analyse data. Good negotiating and influencing skills across the Council and with stakeholders and partners. **Grade 7:** Good office IT skills and knowledge of PowerBi, Civica APP, NEC and ESRI. Very good written and verbal communication; good presentation skills that engage audiences; effective strategy and report writing with recommendations for decisions. Ability to meet deadlines under pressure, listen actively, ask pertinent questions and interrogate and analyse information. Good negotiating and influencing skills across the Council and with stakeholders and partners. **Grade 8:** Very good office IT skills and good PowerBi, Civica APP, NEC and ESRI skills. Excellent written and verbal communication; very good presentation skills that engage audiences; effective strategy and report writing with recommendations for decisions. Ability to meet deadlines under pressure, listen actively, ask pertinent questions and	

	interrogate and analyse information. Excellent negotiating and influencing skills across the Council and with stakeholders and partners.	
Knowledge	**Grade 6:** Awareness of planning legislation and policy, Planning Practice Guidance, the Police and Criminal Evidence Act and Code for Crown Prosecutions, and planning appeals procedures. **Grade 7:** Knowledge of planning legislation and policy, Planning Practice Guidance, the Police and Criminal Evidence Act and Code for Crown Prosecutions, and written representations and informal hearing appeal procedures. **Grade 8:** Good knowledge of planning legislation and policy, Planning Practice Guidance, and the Police and Criminal Evidence Act and Code for Crown Prosecutions; knowledge of public inquiry procedures.	

Purpose Details	
Service Purpose	Development Management & Enforcement processes circa 3,000 planning applications per year outside the strategic development locations, provides pre-application planning advice, and investigates and resolves circa 800 requests per year about alleged breaches of planning control. The service also includes the Council's Land Charges team, which processes new land charges and legal queries on property transactions in the Borough.
Role Purpose	To manage a caseload of planning applications, enforcement cases and planning appeals, negotiating improvements and taking appropriate, expedient enforcement action in the public interest to protect the Borough's environment and residents' quality of life and deliver the Council's strategic aims. To defend the Council's position at appeal and provide advice and guidance to customers and the technical team, with the complexity of casework and responsibility for written representations, hearings and public inquiries reflecting Grade 6, 7 or 8 as set out in Main Accountabilities.
Corporate Parenting	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.

Supervision and Relationships	
Supervision Received	Reports to the Team Manager, receiving general guidance on progressing planning applications, enforcement cases and appeals.

Supervision Given	No line management responsibility. Provides technical guidance on planning applications to the validation team.
Contacts	Frequent contact with residents and neighbours to advise on the planning process, legislative requirements, decisions, information requests and concerns; and with Town and Parish Councils to provide guidance. Regular liaison with Councillors on planning, enforcement and appeals, including attendance at Planning Committee where required to give professional advice. Meets residents and agents to discuss casework. Works with internal consultees at all levels, Planning Services, Place and Growth and the wider Council, and external consultees and statutory bodies including the Environment Agency, NatureSpace and Historic England to obtain comments and progress casework.

Resources/Budget Management
Ensures planning application fees, pre-application request fees and enforcement appeal fees are correct. Checks that the correct Community Infrastructure Levy (CIL) information is submitted and determines whether proposals are CIL liable.

Special Requirements
Attends site visits and meetings with Councillors, external stakeholders, neighbours and planning agents, and evening meetings with Councillors (Committee). Deals with difficult and confrontational situations, including residents frustrated by alleged breaches of planning control and people required to take restorative action following unauthorised development.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	Y
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	Y
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Shute End, remote working, site visits and meetings, including evening Committee meetings.

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	Y

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Not reqd
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
None