MALDON DISTRICT
COUNCIL

Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk

Planning Officers (Senior & Principal) (SD2323)

Job Title	**Planning Officers**	
Service Area	**Service Delivery**	
Grade	**Senior Planning Officer**	**G (25 – 28)**
	Principal Planning Officer	**H (29 – 32)**
Job Reference	**SD2323**	

Reporting to	**Responsible for**
Senior Planning Officers To Principal Planning Officers	None
Principal Planning Officers To Development Management Team Manager	Graduate Planners & Senior Planning Officers

Team Purpose
Ensuring effective, timely and compliant ways of working that enables the organisation to deliver Development Management outcomes for customers.

Role Purpose
To contribute towards the delivery a high quality, customer focused Planning & Implementation department with high standards of advice and support, resolving cases of varying complexities in Development Management. Ensure compliance with statutory regulations, legislation, professional codes of practice and adherence to Council policy. Deliver projects, interventions and initiatives and develop policies in line with corporate and business plans. To deal effectively and efficiently with general enquiries, pre-applications, planning applications and planning appeals ensuring cases are managed and completed at the appropriate level of skillset. Ensure and develop appropriate levels of quality and specialist knowledge with other Planning & Implementation colleagues.

Key Accountabilities
Senior Planning Officer (Grade G): • Deliver customer-focused specialist advice and services in Development Management, keeping up to date with current and emerging legislation, best practice and policy to ensure continuous development and improvement in services. • Manage complex and/or contentious planning applications, processes and compliance, regulations and legislation, acting as the single point of contact for customers on those cases and attending appeals hearings and public inquiries as appropriate. • Support, guide and advise Graduate Planners and Technical Support colleagues, as necessary. • Working collaboratively with colleagues across the organisation, as well as Members and managing key relationships with partners including Essex County Council and Local Councils and other stakeholders. • Access and accurately update all relevant information systems, both customer and back office ensuring that the master customer record is updated and maintained through verification and validation, and in accordance with Data Protection principles. • Prepare and present reports to Area Planning Committees, District Planning Committee, and other internal and external meetings and present evidence/stand as witness at planning appeal hearings and public inquiries. • Ensure own personal and professional development is maintained including keeping up to date with relevant law, policies, working practices and procedures. **Principal Planning Officer (Grade H), in addition to the above:** • Acting as member of corporate or community project teams - providing planning advice and input, whilst managing any professional conflicts of interest • Owning key professional and technical stakeholder relationships on behalf of the Council relevant to day-to-day delivery of services or projects • Ensure own personal and professional development is maintained and maintain a thorough up-to-date knowledge of relevant law, policies, working practices and procedures. • Manage a broad range of more complex cases and pre-applications with particular emphasis on larger developments including negotiating S106 agreements, Planning Performance Agreements (PPAs) and providing resilience and flexibility within the service. • To represent the Council by preparing and presenting expert and professional evidence at public inquiries, informal hearings and in court for the full range of applications. • Line manage Senior Planning Officers and Graduate Planners, as delegated by the Development Management: Team Manager and ensure direct reports are managed effectively including appraisals, identifying training needs, and that all issues affecting team performance and individual welfare and wellbeing are identified and acted on. • To work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary and cross-organisational groups and task teams.

- Assist with activities which deliver continual improvement of the Planning & Implementation Department
- Deputise, as appropriate, for the Development Management: Team Manager
- Appointment and progression through grades will be based on the needs of the business.

Ways of Working	
Collaborative working	As part of the Development Management Team, work collaboratively across the Council to provide a seamless service to customers, collaborate on corporate projects and engage positively and effectively with Members, partners and other stakeholders. Conduct self and work in ways which encourage communication and empowerment within the team. Develop skill levels of self and others to support multi skilling and knowledge transfer.
Customer Service	Able to identify and develop opportunities to improve the customer journey. Champion own ideas for the improvement of service and processes. Develop digital and self-service channels and implement customer enabling and prevention opportunities. Advanced skills in a number of specialist services systems and proficient in use of customer services systems Access and accurately update all relevant information systems, ensuring the "golden customer record" conforms to all verification and validation processes and in accordance with Data Protection principles and Council policy. A member of a comprehensive customer focused advice team, ensuring planning advice and input is provided where required.
Supporting corporate projects	Contribute to Corporate Plan development and the development of associated plans and policies. Deliver agreed objectives and services associated with the Corporate Plan.

Ways of Working	
	Support projects and contracts within own professional area that deliver community and corporate objectives. Provide planning advice and input to corporate projects.
Performance	In-depth understanding of specialist area, being professionally qualified in one and good understanding of the operation of another. Implement strategies, policies, service and financial plans, to ensure statutory and corporate targets are met and provide best value for the Council. Draft guidance which responds to emerging legislation, best practice and guidance to ensure continuous development and improvement in services. Understand strategy, performance and quality assurance standards and service/financial planning requirements for own specialist area. Provide planning advice and input to commissioning and contract management. Prepare and present reports to committees or other internal or external meetings.
Budget management	Ensure the service budget is managed in accordance with legislation, Council policy and good practice, enabling best value for money for the Council.

Person Specification

Qualifications
Both Senior and Principle Educated to degree level in Planning or a relevant subject. Eligibility to become a Member of a relevant professional body (e.g. Royal Town Planning Institute (RTPI), RICS) or equivalent body Evidence of CPD

Knowledge, Skills, Ability, and Experience
Senior Planning Officer (Grade G): • Eligibility for Membership of the Royal Town Planning Institute or equivalent • Good working experience and knowledge of Planning • Good working knowledge of legislation and developments in Planning • Proven ability to give sound advice and guidance on a broad range of planning cases, topic or issues. • Experience of Town Planning applications within a broad range of complexity and contentiousness, with some guidance and support of more experienced staff, occasionally referring to Principals, Team Manager and/or Head of Service for work outside previous experience • Ability to enforce legislation where a breach of planning control is suspected. • Experience of service area delivery at all procedural stages and service operation. • Experience in working with Members, corporately with senior managers and externally with other delivery partners and / or customers. **Principal Planning Officer (Grade H):** • Eligibility for Membership of the Royal Town Planning Institute or equivalent • Thorough working experience and knowledge of practices/methodologies of Planning • Thorough working knowledge of legislation and developments in Planning • Proven ability to give sound advice and guidance on a broad range of cases, topics or issues. • Experience of casework, within Planning, some of which can be complex, and with some guidance and support of more experienced staff, occasionally referring to the Team Manager and/or Head of Service for work outside previous experience. • Proven ability to enforce legislation where appropriate. • Knowledge of legislation, guidance and regulations relating to development management & planning appeals. • Understanding of the council's powers and responsibilities in relation to statutory built and natural environmental designations in the district. • Desirable to have experience in the Development Consent Order process of Nationally Significant Infrastructure Projects.

Special Requirements	
Emergency Planning	A requirement of this role will be to attend emergency planning training. The role holder will be required to support the Council's emergency planning response.

Special Requirements	
Election Duties	This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this will include working unsociable hours.
Political Restrictions	Senior Planning Officer is not politically restricted. Principal Planning Officer is politically restricted. Under the provisions of the Local Government and Housing Act 1989 ("the 1989 Act") this role is classed as a politically restricted post/ sensitive post. See Politically Restricted Procedure note for more detail.
Disclosure Barring Scheme	This role does not require a DBS.

Standard Terms	1. To comply with appropriate legislation, service and council policies. 2. All employees have responsibility under the Health and Safety at Work, etc. Act 1974. These responsibilities are laid out in the council's health and safety policy and procedures. 3. To support and be committed to the council's policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults and expects all staff and volunteers to share this commitment. 4. To support the council's equalities and diversity policies. 5. To operate within the council's IT policies and data protection rules and regulations. 6. To operate within the council's financial regulations. 7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines. 8. To participate in internal committees and departmental working parties to ensure continuous improvement as required. 9. Any other reasonable duties as may be required from time to time

Competency Framework

Central to the delivery of the role are the council's values and behaviours and all employees are expected to work within the council's Competency Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:

Maldon behaviours [competencies]:	
Core Competencies - All Workforce	
Communicating	Expressing information in the best way and timescales that ensure clarity and understanding and responding in the most appropriate manner.
Managing and Leading People	Providing direction and support to those we work with to ensure service excellence.
Customer Focus	Taking into account customer needs, striving to meet them and providing the best service to our customers and colleagues.
Planning and Managing Work	Planning and managing work to meet individual, team and service objectives whilst achieving quality and value for money.
Analysis and Problem Solving	Assessing and interpreting information in order to support work activities, identify issues and aid problem solving.
Initiative and Decision Making	Taking the right action, based on what we know and being responsible for what happens.
Developing Self	Committed to developing own skills, knowledge and abilities to enhance capability.

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the postholder.

This job description will be subject to regular review and the council reserves the right to amend or add to the details.

Key Policies

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with health and safety policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the council has to deal with the results of a civil emergency.

Signed (Job Holder):		**Date:**

disability confident EMPLOYER