



## JOB DESCRIPTION

### Planning Officer

**Directorate and Section/Unit:** Economy and Infrastructure Directorate  
**Scale/Grade:** Scale 6 – SO1  
**Reporting to:** Development Management Team Manager,  
Principal Planner, Development Management  
**Responsible for:** No specific supervisory duties

#### **Main purpose of job:**

**To assist in discharging the Team's duties by exercising a fair and balanced judgement on behalf of the Directorate in the processing and assessment of applications for planning permission.**

**To deal with general planning enquiries and advise the County Council on planning matters generally.**

#### **Responsibilities, duties and tasks:**

1. To provide professional advice on planning matters to members of the Public, Elected Members, Other Officers of the Authority, Other Local Authorities, Outside Agencies and Others.
2. To advise potential applicants in other Directorates of the County Council on the likely technical and environmental requirements necessary in the submission of planning applications.
3. To organise publicity for and exercise fair and balanced professional judgement in assisting with the evaluation and assessment of planning applications.
4. To undertake recommendations on proposals by the County Council and to draft reports for the Planning and Regulatory Committee, suggesting appropriate professional solutions as necessary.
5. To assist in the preparation and presentation of proofs of evidence in relation to planning appeals and public inquiries.
6. To undertake the ongoing monitoring and review of sites as necessary.
7. To investigate and make reports to relevant Directorates on non-compliance with conditions subject to which a planning permission has been issued and to recommend appropriate remedial action where necessary.
8. To liaise effectively with all relevant internal, external bodies and organisations to assist the planning process.
9. To assist with all other aspects of planning work in the different specialisations undertaken by the unit.
10. To ensure that the County Council's own development is carried out with due regard to the development plan and other relevant planning guidance.
11. To deal with consultations from other Authorities and bodies as required.
12. To contribute to the development and maintenance of an in-depth knowledge of all aspects of planning control relevant to the processing of applications and to undertake related research as necessary.
13. To undertake consultations and negotiations as necessary with any parties relevant to the assessment and evaluation of planning applications.

**General Duties:**

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

**Contacts:**

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

External: General Public  
Outside Organisations/Companies  
Senior Officers of Other Local Authorities  
Site Owners/Occupiers  
Landowners  
Contractors

Internal: Senior Officers of the Authority  
Elected Members

**Special Note: Linked Grades**

Progression through linked grades will be at management discretion and subject to performance judged to be appropriate at higher levels. Progression to SO1 depends on gaining full Membership of the Royal Town Planning Institute and considerable relevant experience.

**Notes:**

- The Council reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

Prepared by: M Bishop

Date: July 2015

Updated by Steven Aldridge: Minor changes to reflect team name change from Development Control to Development Management; change to Managers job title from Development Control Manager to Development Management – Team Manager; and change to Directorate name from Business, Environment and Community to Economy and Infrastructure.

Date: May 2020