

JOB DESCRIPTION



Effective Date: April 2024

Location: Hybrid working between home and Swale House

Job Title: Planning Officer (Policy) (Career Grade)

Grade: 6-7

Responsible to: Planning Manager (Policy)

No. of Staff Responsible For: 0

PURPOSE OF JOB

To support the Head of Planning and Deputy Head of Planning in delivering an efficient and effective planning service across the Borough.

MAIN ACCOUNTABILITIES

1. Process planning, advertisement, listed buildings, Tree Preservation Officers and Conservation Area Notices and other statutory applications; monitoring development approvals and permissions; providing development advice to householders, agents, developer and landowners.
2. The preparation and implementation of development and design policies and advice; the production of development briefs and planning guidance.
3. Preparing and presenting the Council's case at appeals, inquiries, hearings, Court Hearings and Examinations in Public commensurate to grade; preparation and presentation of reports to committees as required.
4. Preparation of planning policies and strategies and contribution to the preparation and implementation of corporate and other Service strategies.
5. Liaising with other sections within the service to provide information and assistance as required. Responding to requests for information and assistance participate in discussions as appropriate. Provide information and advice on planning matters to members of the general public, elected members, parish councils and other stakeholders.
6. Liaising and working with the Planning Investigations Team.
7. To undertake such other duties appropriate commensurate to grade.
8. To comply fully with the Council's Equal Opportunity Policy, Health and Safety at Work Policy and IT Security Policy.
9. To assist as required in the Council's Emergency Plan

PERSON SPECIFICATION

Planning Officer (Policy) - Career Grade

Attributes:		Essential/ Desirable	Assessed By
Education, Training and Knowledge	Appropriate undergraduate degree/ diploma	Essential	Application form
	A member of the RTPI or eligible working towards full membership or Planning and Development Division of the Royal Institute of Chartered Surveyors- MRTPI or RICS	Desirable	Application form
	Ability to undertake independent travel around the Borough	Essential	Interview
	The ability to communicate clearly and effectively.	Essential	Interview
	As this is a customer focused role the ability to converse at ease with customers adapting communication style to suit differing audiences and provide advice in plain English.	Essential	Interview
Experience	Works with other teams and colleagues internally and externally developing relationships and sharing knowledge, ideas and expertise and best practice to achieve outcomes.	Essential	Interview
	Provide objective and constructive advice and support to achieve common objectives giving praise and recognition for good work use professional integrity and expert knowledge to work across disciplines breaking down professional barriers to improve outcomes for individuals and communities.	Essential	Interview
	Experience in delivering similar functions and duties to those outlined in the main accountabilities including experience of presenting at planning committee, representing the Council at appeals and negotiating Section 106 agreements and Planning Performance Agreements. Offering pre-application advice to customers.	Desirable	Interview

	Encourages colleagues to consider different perspectives in their work.	Essential	Interview
	Adapt communication as appropriate to your audience.	Essential	Interview
	Have effective IT skills including the ability to use Microsoft Office applications, information databases and GIS systems.	Essential	Interview

COMPETENCY PROFILE

Leadership	<ul style="list-style-type: none"> • Anticipates and responds flexibly to changing priorities and modern ways of working to meet the changing environment. • Supports new ways of working. • Supports individuals and team at times of both organisational and personal change making appropriate adjustments to accommodate individual needs where required. • Expresses a positive approach to change and promotes the benefits of change to team and colleagues. • Attends Swale House in person to meet business and team needs in line with hybrid working practices
Performance	<ul style="list-style-type: none"> • Keeping abreast of new initiatives and legislation in accordance with Key Performance Indicators and national targets. • Identifies trends and creates solutions. • Ensuring that health and safety practises policies and procedures are applied keeping employees and customers safe minimising workplace actions and injuries. Working in an inclusive way that minimises the opportunity for discriminations in line with the Council's policies. • Considers risk in the context of service development and delivery.
Ambition	<ul style="list-style-type: none"> • Maintains a positive approach when things go wrong and demands are high. • Uses past experience and professional judgement/ expert knowledge to make informed decisions. • Use professional expertise and knowledge to ensure the Council is leading best practise to improve outcomes • To undertake training as required and take responsibility for own training needs by identifying courses that will fulfil agreed training objectives.
Customer care	<ul style="list-style-type: none"> • Understands what needs to be achieved and ensures that this is communicated to ward councillors, parish councils, applicants and agents and other stakeholders as appropriate. • Actively listens to customer feedback and takes action to improve customer experience. • Evaluates and reviews the impact of service improvements from the customers perspective.
Teamwork	<ul style="list-style-type: none"> • Promotes a positive team environment with good morale.

	<ul style="list-style-type: none">• Works with other teams and colleagues internally and externally developing relationships and sharing knowledge, ideas and expertise to achieve outcomes.• Encourages colleagues to consider different perspectives in their work.
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