

Job Profile

Planning Officer (Development Management & Policy)

Grade: F

Date Created: 13th March 2017

About the Job

- To contribute to the effective processing of planning applications, appeals and providing of advice relating to planning matters and/or to develop, implement and monitor planning policy including contributing to the preparation of the Local Development Framework for the City.
- This is one of a number of posts that will work flexibly as a team ensuring that the service delivers its statutory and other planning functions effectively, efficiently and in a customer focused manner, having regard to the principles of asset based community development.

This is what we need you to do...

- The processing, under supervision, of all types of household and minor planning applications, Listed Building Consents and other proposals relating to the control of development.
- Undertake negotiations and consultations on all planning matters as required.
- Undertake site visits and meetings.
- Assist the Planning Enforcement Officer where necessary in carrying out enforcement as necessary.
- Prepare reports for Planning Sub-Committee ensuring that views of interested parties are represented.
- Assist members of the public on requests for information and give general planning advice.
- To undertake “written representation” appeals on behalf of the Council.
- Keep abreast of the planning legislation to maintain performance
- Obtain maximum benefit for the community through S106 Legal Agreements/Community Infrastructure Levy during the development process.
- Deal with post-decision matters such as discharge of conditions, advising on re-submissions and minor amendments.
- Assist in the review and development of planning policy, including Local Development Orders, neighbourhood planning, supplementary planning documents and monitoring of new development.

- To assist in the preparation of the Local Development Plan, including policy development, research, statistical analysis, public consultation, report writing and monitoring.
- To manage consultants on behalf of the Council.

General

- Contribute to the delivery of service plans in order to meet the council’s corporate plan priorities in accordance with the requirements of the Planning Services Manager
- Maintain and develop constructive relationships as part of a collaborative working environment.
- Engage with stakeholders (internal and external) through effective communication to ensure good performance and continuing service improvement.
- Demonstrate a commitment to personal and professional development, working with managers to identify any gaps in skills, knowledge and expertise and plan for improvement.
- Consider the financial implications of any activities affecting the use of council funds, seeking best value for money and identifying or recommending more cost-effective options.
- Take on any other additional duties as reasonably required within Gloucester City Council.
- Work in a flexible and adaptable way with a ‘can-do’ attitude.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Demonstrable experience of negotiation, reporting and presenting material
- Demonstrable experience of working with other people and within a team to secure good outcomes within tight timescales.
- Direct personal experience of dealing with architects/agents, Councillors, members of the public, developers, objectors and applicants

Knowledge, Skills and Understanding

- Evidence of ability to take the lead on and be the first point of contact for small / minor planning applications
- Demonstrable computer literacy and IT skills
- Demonstrable report preparation skills
- Presentation skills, particularly in relation to presenting reports to Committee
- Evidence of effective analytical and problem-solving skills, with good attention to detail
- Self-motivated and able to see tasks through to a successful conclusion, meeting challenging deadlines whilst maintaining attention to detail
- Administrative skills, i.e. a thorough organised approach to work with the ability to prioritise and manage workloads
- Contributing successfully to effective team working, in a calm and relaxed manner, with the ability to prioritise workloads to meet deadline

Behavioural attributes

- **Efficiency and Value For Money:** Taking ownership of your work you will work flexibly to provide great services to meet personal, organisational and customer expectations.
- **Forward thinking with Innovation:** Being creative and using your initiative you actively seek to improve services and processes.
- **Making Residents Lives Better:** Delivering good customer services by listening and raising awareness of what we do.
- **Passionate about the City:** Being loyal to Gloucester you take pride in the quality of your work and understand how it improves the reputation and quality of our city.
- **Working Together to make it Happen:** As a team worker you communicate effectively and pursue a 'can-do' attitude in being flexible to deliver quality services.

Expected to perform at level 1 of Gloucester City Council's Employee Behaviours Framework

Education & Qualifications

Essential

- Professional qualification appropriate to the remit of the role or equivalent by experience

Desirable

- Membership of or working towards membership of a relevant professional body.