

Job description



Senior Planning Officer (2255, 2307, 2313)

Service Area

Planning

Manager/Team Leader

Development Manager / Major Project Manager / Planning Policy Manager

Direct reports

N/A

Total Managed

N/A

Purpose of the Role

To process an individual caseload of planning and other planning related applications and provide professional advice on a range of planning related matters. Contribute to the delivery of the Development Management Service.

OR

To contribute to the formulation of spatial planning policies for the District through the preparation, monitoring and plan review of the North Norfolk Local Development Framework from initiation and commissioning of the evidence base, preparation of options, consultation and engagement with communities and production of the Local Plan.

At the time of appointment, you will be appointed to one of the two roles referred to above and your line Manager will be made clear. However, this may vary over time dependent on the work load fluctuations, the Council's priorities or to progress the post holders' individual development. Any changes will be subject of discussion with the Managers concerned in consultation with the post holder. The timing of such changes will usually coincide with the either the appraisal or mid-year appraisal review

Key Result Areas-Development Management/Major Projects

1. Process and make recommendations on an individual caseload of planning and other applications; to ensure that decisions made and advice given accord with the Council's policies, Government advice and good planning practice.
2. To provide and offer advice and guidance to prospective applicants, consultants and members of the public prior to submission of applications and on general planning matters.
3. To prepare and provide written evidence and act as expert witness on the Council's behalf at public inquiries and hearings.
4. To advise/liase with elected Members in relation to planning and enforcement matters in the area.
5. To attend and present applications to Development Committee and undertake Committee site visits.

Key Result Areas - Policy

1. To lead in the preparation, monitoring and review of the North Norfolk Local Development Framework.
2. Undertake research and analysis on a range of planning policy issues as required; including the gathering of research data and maintenance of databases, to inform understanding and future policy development.
3. Assist in the formulation, implementation and monitoring of the Council's spatial planning policies, taking key responsibility for specific issues / themes to be agreed.
4. To prepare supplementary planning guidance, policy statements and development briefs, including the necessary consultations, as required.
5. To instigate, prepare and present reports for the Council's committees, joint working groups and partnerships as appropriate.
6. Prepare evidence and represent the Council at Public Inquiries and Hearings as required.
7. Organise/support the delivery of appropriate public consultation and information events about planning policy issues / new development proposals as they affect the District in order that the local community is provided with the widest possible opportunity to engage with the Council with respect to the future development of the District.

Key Results Area - Generic

8. To deal with all customers of the planning service in a positive and constructive manner
9. To attend meetings and site visits convened by other parties and organisations as necessary to advise on the planning matters, particularly through the giving of information and advice, some of which may be outside normal working hours.
10. To liaise and coordinate with other departments of the Council particularly Environmental Health and other sections within the Planning Service such as Conservation, Design and Landscape and Building Control (and outside authorities/agencies such as Highway Authority and Environment Agency).
11. To maintain an up to date knowledge of technical and administrative requirements arising from new legislation and of any development in the general field of planning practice.
12. To take responsibility for your own Health and Safety at work and that of other persons who may be affected by your actions.
13. Any other work required and as directed within the confines of the existing grading and post.

Person specification



Senior Planning Officer (Post 2255, 2307, 2313)				
		Essential	Desirable	How Identified
Experience/ Knowledge	Demonstrates a wide understanding & knowledge of local government particularly relating to the Local Plans/ Development Management	✓		Application Form*
	Be able to demonstrate experience of negotiating with landowners / developers	✓		Appl Form*/ Interview
	Experience of public consultation processes and exercises	✓		Appl Form*/ Interview
	Experience of working with IT & GIS systems	✓		App Form*/ Interview
	Good knowledge of current planning legislation	✓		Interview
Qualifications	A degree & professional qualification in Town & Country planning	✓		Application Form
	Full membership of the RTPI	✓		App Form/ Interview
	Full driving licence	✓		Application Form
Training	Use of IT systems - Microsoft packages, GIS system and Limehouse system or similar	✓		Application Form*/ Interview
Skills	Ability to prepare detailed reports and letters & present information on complex issues	✓		Appl Form*/ Interview
	Good communication skills across a range of potential audiences	✓		Interview
	Ability to work as part of a team	✓		App Form*/ Interview
	Ability to negotiate with landowners & developers, Town & Parish Councils	✓		Appl Form*/ Interview
	Undertake research, and analysis	✓		App Form*/ Interview

* In order to assess this from the application form, we require you to provide more information or an example

		Essential	Desirable	How Identified
Skills (cont'd)	Ability to work under pressure & to tight deadlines	✓		Interview
	Ability to translate & apply national & local policy to local circumstances	✓		Appl Form*/ Interview
	Attention to detail & adherence to national standards	✓		Interview
	Good use and application of IT skills	✓		App Form*/ Interview
Aptitude and Disposition				
Aptitude and Disposition	Self aware and confident when dealing with others at all levels	✓		Interview
	Customer focused	✓		Interview
	Forward thinking	✓		Interview
	Positive problem solver	✓		Interview
	Active listener	✓		Interview
Physical				
Physical	Sufficient physical mobility to undertake site visits, and erection of display boards to support exhibition material working as part of a team.	✓		Interview
Personal Circumstances				
Personal Circumstances	Has access to a vehicle for work	✓		Application Form
	Able to work outside of normal office hours	✓		Appl Form/ Interview

* In order to assess this from the application form, we require you to provide more information or an example