JOB DESCRIPTION

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| Job Title | **Planning Officer** | Post Number | Various |
| Grade | GR07 | Service Area | Planning Services |
| Special Conditions | Occasional attendance at evening meetings.  Politically restricted post.  Ability to undertake site visits which may involve activities such as climbing ladders/operating in confined spaces.  Driving licence and use of a car for business or fully mobile with access to transport | Additional Benefits | StandardCasual User  mileage rate,  payment of  relevant professional  fees (limited to one  subscription per annum) |
| Authorised by | Director of Planning and Infrastructure | Date | August 2024 |

**Job Purpose**

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| The purpose of this role within the Council is: | To deal with the processing of planning and other planning related applications, general planning enquiries, consultations, report writing and handling of appeals as part of a shared service covering Wychavon and Malvern Hills District Councils. |
| Responsible for demonstrating commitment to working in line with the Councils' values | |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework | |
| The postholder works for: | Development Manager |
| The postholder manages \supervises: | None |

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| Key Accountabilities (All accountabilities will be carried out in line with the Council’s policies, procedures and relevant regulations and legislation) | |
| 1 | The post holder will be responsible for the processing of planning and related applications in part of the team area and at the direction of the Area Planning Officer/ Development Manager. This will include; site appraisals, negotiations, report writing, presentation at Committees and appeal work. Related work will include answering general correspondence, and providing advice to telephone and personal enquirers. |
| 2 | The post holder will be responsible for ensuring that the advice given to applicants, members of the public and elected members and all other service users is of the highest quality. |
| 3 | The post holder will be expected to have knowledge of current and new planning and related legislation. |
| 4 | The preparation of proofs of Evidence or Written Representations on appeals, both Section 78 and Enforcement, if required and attendance at and giving evidence at Public Inquiries, accompanied site visits with Inspectors, Informal Hearings and general correspondence arising from those appeals. Liaison with the Council’s Solicitors as necessary. |
| 5 | To undertake such other duties appropriate to the post and grade as may be assigned from time to time and to support the needs and demands of the shared service. |

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.

KEY REQUIREMENTS

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| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| Educated to Degree level. |  | D |
| Recognised qualification in Town Planning or substantial experience gained within the Town Planning field | E |  |
| RTPI Membership or eligibility and commitment to work towards securing full membership. | E |  |
| Continuous professional development. | E |  |
| Comprehensive and up to date knowledge of planning law and practice. | E |  |

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| Experience | Essential | Desirable |
| Relevant experience in development control in urban and rural issues. | E |  |
| Informal Hearings/ Written Rep Appeals. | E |  |
| Managing a caseload of planning applications. | E |  |
| Planning Policy and Implementation. |  | D |
| Committee Presentations. |  | D |
| Public Inquiries |  | D |

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| Skills Required | Essential | Desirable |
| Computer literacy with property database and GIS systems. | E |  |
| Good oral and written communication. | E |  |
| Time management skills. | E |  |
| Proven negotiation skills. | E |  |
| Customer Care | E |  |
| Able to attend evening Committee meetings. | E |  |
| Ability to undertake site visits. | E |  |
| Driving licence and use of a car for business or fully mobile with access to transport. | E |  |
| MS Word/Excel. |  | D |
| Planning IT systems – MIS Headway. |  | D |

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| Behaviours | Essential | Desirable |
| Appreciation of design issues |  | D |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.