



PLANNING AND DEVELOPMENT

PLANNING OFFICER – DEVELOPMENT CONTROL

EGIII OR EGIV OR EGV

JOB DESCRIPTION

JOB SUMMARY:

To work as part of a team dealing with a wide range of Development Control work including planning applications, pre-applications enquiries, advice and appeals.

RELATIONSHIPS:

The post holder will be responsible to the Development Control Manager and will work closely with other professional staff in the Development Control team, Planning Service and other States Committees.

MAIN DUTIES AND RESPONSIBILITIES:

1. To deal with a wide range of development control work including planning applications, pre-application enquiries, advice and appeals along with associated meetings and correspondence.
2. To liaise with and consult States services/committees and various public and private agencies where this is part of the development control process.
3. To provide information and guidance on development control matters to a wide range of stakeholders.
4. To work closely with other planning service teams and other States employees as appropriate to provide an efficient and effective service to the public.
5. To contribute to the creation and review of development control policy, information and guidance material, including supplementary planning guidance.

NOTE:

The grading for this post spans Established Staff Grades EGIII, IV & V. Officers working at EGV grade will be expected to:-

1. Deal with major planning applications and more significant enquiries.
2. To assist the Development Control Manager and Senior Planning Officers with some team management issues, for example, workload management and provision of advice and guidance to more junior staff.

KEY CRITERIA:

ESSENTIAL

1. Membership of the Royal Town Planning Institute or eligibility for such Membership.
2. Demonstrable relevant experience in development control within a local planning authority or similar work environment.
3. Effective communication skills both written and oral with the ability to communicate with a diverse range of people.
4. Proven ability to develop good working relationships with people at all levels and to work as part of a team.
5. Ability to write clear and concise correspondence, reports and other written material to a high standard.
6. Self-motivated with proven ability to organize and prioritise workloads, working to a high professional standard under pressure.
7. Proficient use of the Microsoft Office Package, able to demonstrate the ability to understand and adapt to relevant planning software including the use of GIS and understanding the use of IT to Development Control.
8. Ability to reach sound and logical judgements.
9. Good negotiating skills and a proven ability to achieve positive outcomes in the field of Planning.
10. Holder of a current valid driving licence.

DESIRABLE

11. More than 4 years' development control experience.
12. Experience of presenting cases to committee and at planning appeals.

KEY COMPETENCIES

LEADERSHIP

- Be willing to meet the challenges of difficult or complex changes, encouraging and supporting others to do the same.
- Make decisions when they are needed, even if they prove difficult or unpopular.
- Invite challenge and where appropriate involve others in decision making to help build engagement and present robust recommendations.

TEAMWORK

- Promote the work of the Planning Service and Development & Planning Authority, taking an active part in supporting the public service values and culture.
- Establish relationships with a range of stakeholders to support delivery of business outcomes.
- Encourage collaborative team working within own team and across the Service.

ACCOUNTABILITY

- Show a positive approach in keeping their own and the team's efforts focused on the goals that really matter.
- Take responsibility for delivering expected outcomes on time and to standard, giving credit to teams and individuals as appropriate.
- Regularly monitor own and team's work against milestones or targets and act promptly to keep work on track and maintain performance.