

JOB DESCRIPTION



NORTH
NORFOLK
DISTRICT
COUNCIL

Planning Officer

Service Area

Planning

Manager/Team Leader

Development Manager/ Major Projects 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 or Major Projects Service

OR

To contribute to the formulation and application of planning policy for the District through preparation, monitoring and Plan Review.

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 Councils 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 on planning appeals.

4. To advise/liaise with elected Members in relation to planning and enforcement matters in the area.
5. To prepare written Development Committee reports.
6. To attend meetings convened by other parties and organisations as necessary, to advise on the development management process, particularly through the giving of information and advice.

Key Result Areas - Policy

1. Research, collate, and analyse information and make recommendations relevant to the formulation and monitoring of planning policy. (e.g. Local Plan, Community Infrastructure Levy, and planning obligations.)
2. To prepare, organise and undertake surveys and investigations to ensure the timely and accurate production of monitoring and other policy related information.
3. Prepare reports (e.g. Annual Monitoring Report, Housing Land Availability and Employment Land Supply reports) in accordance with agreed timetables.
4. Assist in the process of public participation and consultation on planning policy related documents.
5. Provide interpretation and advice on planning policy matters to other sections of the Authority, Members, developers, various interest groups and organisations, Government Departments and the public at large.

Key Result Area – Generic

- 1 To deal with all customers of the planning service in a positive and constructive manner.
- 2 To develop and 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.
- 3 To make use of computerised information and processing systems and maintain an adequate and up-to-date knowledge of information technology.
- 4 To liaise and coordinate with outside authorities/agencies particularly Highway Authority and Environment Agency. To attend, with other officers of the Section, meetings of the Council and other meetings, exhibitions etc, including those outside normal working hours, as required.
- 5 To take responsibility for your own Health and Safety at work and that of other persons who may be affected by your actions.
- 6 Any other work required as directed within the confines of the existing grading and post.

PERSON SPECIFICATION



**NORTH
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COUNCIL**

Planning Officer				
		Essential	Desirable	How Identified
Experience/ Knowledge	Experience in a Local Authority planning role		✓	App Form */ Interview
	Experience of working within a Planning policy or development management environment		✓	App Form */ Interview
	Good knowledge of current planning legislation	✓		App Form */ Interview
Qualifications	A Royal Town Planning Institute (RTPI) recognised degree or diploma in planning. OR; Educated to degree level with three years practical experience in a Local Planning Authority within a Development Management .	✓		Application Form
	Full driving licence	✓		Application Form

		Essential	Desirable	How Identified
Skills	Able to write clear and concise letters and reports and other documents	✓		App Form */ Interview
	Good analytical skills, with above average reasoning skills	✓		Test/ Interview
	Able to organise and plan priorities and workload	✓		Interview
	Above average verbal reasoning skills, to understand & communicate complex information	✓		Test/ Interview
	Good negotiation skills	✓		App Form */ Interview
	Good presentation skills	✓		App Form */ Interview
	A good knowledge of IT Skills and programmes.	✓		App Form */ Interview
Aptitude and Disposition	Tactful and customer orientated approach to development control	✓		Interview

	Self-motivated, with flexible approach and positive approach to team working and new work initiatives	✓		Interview
	Good interpersonal skills	✓		Interview
Personal Circumstances	Able to work occasionally outside normal hours		✓	Interview
	Access to car	✓		Application Form
Physical	Sufficient personal mobility to undertake site visits	✓		Interview

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