

# Job Description

## 1 Job details

<b>Job title:</b>	<b>Planning Officer</b>
<b>Team:</b>	Planning Development
<b>Directorate:</b>	Strategy and Planning
<b>Post number:</b>	Z00172
<b>Hours per week:</b>	37
<b>Grade:</b>	Band 4 - 7 (Career Grade) <i>Progression through the bands will be dependent on satisfactory performance also identified at the annual appraisal process. This is in addition to meeting the minimum criteria set out in the job description for each band.</i>
<b>Base:</b>	Lymington Town Hall
<b>Accountable to:</b>	Principal Planning Officer
<b>Responsible for:</b>	N / A
<b>Budget Responsible Officer (BRO):</b>	No
<b>Car user:</b>	Casual
<b>Politically restricted:</b>	No
<b>Does this post involve working with children and/or vulnerable people?</b>	No
<b>Membership of professional body required:</b>	Desirable – RTPI membership
<b>Key liaisons:</b>	New Forest National Park Authority staff, members of the public, Agents, Developers, Authority members

## 2 Role summary

- 2.1 To process planning applications up to and including a recommendation on how they should be decided.
- 2.2 To prepare cases for appeals, including giving expert evidence at Inquiries and Hearings.
- 2.3 To investigate suspected breaches of planning control, in particular those involving a failure to comply with planning permissions and planning conditions, and to make recommendations for appropriate action.
- 2.4 To give advice and guidance to the general public on matters relevant to the work of the team.

### **3 Main duties and responsibilities**

- 3.1 Assess and give advice by letter, telephone, site or office meetings to the general public, their professional agents, developers, estate agents, solicitors etc, on proposals which may become the subject of formal planning applications, the need for planning permission, planning law, the interpretation of planning policies and other related matters.
- 3.2 To act as case officer for formal applications as directed by the Principal Planning Officer or the Senior Planning Officer, including undertaking the following actions:
  - Assess planning applications and appeals against the Authority's planning policies and planning legislation.
  - Consult other authorities, organisations and departments.
  - Make site visits.
  - Resulting from the site inspection, give consideration to any further action which needs to be taken.
  - Undertake negotiations to overcome any shortcomings in the planning submission where appropriate.
  - Take into consideration and, where necessary, respond to any representations/observations submitted in respect of planning applications.
  - Formulate recommendations on proposals, including where necessary drafting reports for senior officers with appropriate summaries of relevant information, conditions and reasons to enable applications to be placed on the Planning Committee agenda or determined under the Executive Director Strategy and Planning delegated powers.
- 3.3 Consider cases where it is suspected there might be a breach of planning control, in particular where planning policies and conditions have not been complied with, carrying out site investigations, discussing with contravenors possible courses of action, making recommendations on the appropriateness of taking enforcement action and collaborating with the Enforcement Team and the Authority's solicitors.
- 3.4 Giving advice to other teams of the Authority on matters related to the work of the Planning Development team.
- 3.5 Ensure that senior officers are kept informed about matters which they are or could become involved in.
- 3.6 Assist others in the team with their casework.
- 3.7 Prepare appeal statements and represent the Authority as an expert witness for Planning Inquiries, Hearings or other Tribunals.

### **4 Problem solving**

#### **4.1 Band 4/5**

- The workload comprises of the more routine aspects of development control, either dealing personally with straightforward issues, or preparing information for action by senior professional staff.
- Assist in resolving technical and specialist problems to ensure that the Planning Development and support systems work effectively and meet the required standards.

#### **4.2 Band 6**

- An ability to analyse a range of considerations and to exercise judgement and use initiative where these are in conflict, and where original solutions might be

required. Generally the solutions found will be based on the post holder's technical knowledge or previous experience of planning matters.

- An ability to prioritise work appropriately often in the face of a high and frequently changing workload. There is a special need to maintain a professional standard and accuracy whilst meeting Divisional targets and charter standards. There is a high level of interruption within the workload which requires good time management.
- A commitment to a high standard of customer care using communication skills to represent the Authority effectively and to help customers understand the planning process and the decisions taken.
- A willingness to keep up to date with the ever changing background of procedures and policies and to adjust to such changes.

#### 4.3 Band 7

- The ability to give advice and guidance to elected members and other interested parties based on your own technical knowledge and without reference to a senior officer.
- The ability to be able to determine which option is the best having considered all the options available, and to present the findings in a suitable manner.
- The ability to deal with more complex issues based on your own knowledge of the subject area.

### 5 **Decision making**

#### 5.1 Band 4/5

- The post will be involved in decisions about reconciling the competing interests that occur in Planning Development in accordance with the Authority's aim to develop continuously to achieve excellence.
- Some decisions and actions will affect the Authority and its work, so careful consideration of these impacts beyond the realm of the Planning Development team is required.
- The post will involve working towards the achievement of targets set out in the service plan for the Planning Development team.

#### 5.2 Band 6

- Appropriate advice has to be given to senior officers, Members and a wide range of customers.
- Individual decisions are made which are not subject to immediate scrutiny and others will act on the advice given.
- Such advice will influence decisions taken by its recipients which will have an impact on the quality of the environment and its perception by individuals and would also have financial implications.
- Inappropriate advice could have a damaging effect and compromise the Authority's aim to develop continuously as an organisation of excellence.
- Advice given may impact on other areas of planning i.e. Conservation or Policy.

#### 5.3 Band 7

- At this level the post holder will be required to demonstrate their ability to exercise judgement when dealing with some of the more complex issues.
- The ability to present well reasoned reports to a senior officer, showing all the options considered and the reasons for the proposed decision.
- The ability to work with minimal supervision and only referring to senior officers when necessary.

- Ability to give advice to other teams and to external agencies, e.g. the Head of Environment and Rural Economy, the Hampshire County Council Highway Authority, on planning matters.

## **6 Operational responsibility**

### **6.1 Band 4/5/6**

- Responsibility for delivery of assigned aspects of the Planning Development service within the quality standards, timescales and budget as set out in the service plan, or as instructed by the Principal Planning Officer or Senior Planning Officer.
- Processing planning applications and related appeals (written reps/informal hearings)
- Representing the Authority on occasions.
- Safe operation of office equipment.

### **6.2 Band 7**

- Ability to deputise for the Senior Planning Officer.
- Processing the more complex and contentious planning applications and related appeals (written reps/informal hearings/public inquiries)

## **7 Communication**

### **7.1 Band 4/5**

- Oral/presentation skills: both to represent the Authority effectively and to deal with customers who may not be entirely familiar with the planning process.
- Written skills: using Plain English in reports and correspondence to set out a clear, concise and logical approach. This approach is needed particularly to assist decision-makers to reach appropriate conclusions when dealing with finely balanced or complex issues.

### **7.2 Band 6/7**

- Negotiation skills: with applicants/agents, objectors, Authority members, other agencies and other staff (within and outside the Planning Development team) are vital to achieve the most beneficial outcomes.

## **8 Working conditions**

8.1 The post holder will work from an office base but will be required to undertake frequent site visits within the boundary of the National Park.

8.2 The position may involve personal contact with people with differing views to the Authority's policies, plans and objectives.

## **9 General**

9.1 The post holder must at all times carry out his/her responsibilities with due regard to Authority policy and procedures.

9.2 All staff have a responsibility to participate in the Authority Appraisal Scheme and to contribute to their own development, and the development of any staff they appraise or are responsible for.

## **10 Confidentiality**

10.1 In the course of your employment you will have access to confidential information relating to Authority business. You are required to exercise due consideration in the way you use such information and should not act in any way

prejudicial to the Authority's interests. Information which may be included in the category which requires extra consideration covers both access to and the general business of the Authority and information regarding individuals. If you are in any doubt regarding the use of information in the pursuit of your duties you should seek advice from your manager before communicating such information to any third party.

## **11 Health and safety**

- 11.1 Employees must be aware of the responsibility placed on them under the Health and Safety at Work Act (1974) to maintain a healthy and safe working environment for both staff and visitors. Employees also have a duty to observe obligation under the Authority and departmental Health and Safety policies, and to maintain awareness of safe practices and risk assessment.

## **12 Financial regulations**

- 12.1 All staff are responsible for security of the property of the Authority, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform with the requirements of the Authority financial procedures.

## **13 Job description agreement**

- 13.1 The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the service.

**Job holder's  
signature:**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Manager's  
signature:**

\_\_\_\_\_

**Date**

\_\_\_\_\_

# Person Specification

## Planning Officer

Criteria	Essential	Desirable	Assessed by
<b>Qualifications / Experience</b>			
<b>Band 4</b> NVQ level 3 plus demonstrable planning experience	Y		A / I
<b>Band 5</b> A recognised planning degree or post graduate qualification with demonstrable experience	Y		A / I
<b>Band 6</b> A recognised planning degree or post graduate qualification plus demonstrable post qualification experience	Y		A / I
<b>Band 7</b> A recognised planning degree or post graduate qualification in planning, plus significant post qualification experience	Y		A / I
<b>Band 7</b> Membership of the RTPI		Y	A
<b>Experience</b>			
<b>Band 4 – 7</b> Demonstrate previous experience of working as an effective team member	Y		A / I
<b>Knowledge</b>			
<b>Band 4 - 7</b> Good IT skills and knowledge of current systems including Microsoft (Word, Excel, Outlook) with the ability to adapt to new systems	Y		A / I
<b>Band 6 – 7</b> Detailed knowledge of planning law, procedures and statutory requirements	Y		A / I
<b>Skills</b>			
<b>Band 4 – 7</b> Good communication and inter-personal skills	Y		I
<b>Band 4 – 7</b> Good organisational skills with experience of managing own workload to meet deadlines	Y		A / I
<b>Band 6 - 7</b> Proven ability to deal with all customers in a professional manner demonstrating excellent customer care skills.	Y		A / I
<b>Impact and attributes</b>			
<b>Band 4 – 7</b> A valid driving license and access to a vehicle	Y		A
Ability to understand the need to treat sensitive information confidentially, especially in relation to Planning matters	Y		A / I
Political awareness		Y	A

Evidence assessed by key:

A = Application form

I = Interview

T = Testing / assessment / presentation