



Senior Planning Officer

Post number: PLN070

Grade: Scale 7

Date: May 2025

Service area: Strategic Planning and Development Control

Reports to: Planning Team Leader

Job profile

Purpose

To provide a planning service supporting the Team Leader Planning and the Strategic Planning and Development Control Manager in all aspects of development control and related planning functions.

Dimensions

The post holder will report to the Planning Team Leader.

Main duties and responsibilities

1. To be responsible for processing planning applications, including major applications, in accordance with statutory procedures and established office practices as directed by the Team Leader and Strategic Planning and Development Control Manager.
2. Support, motivate and advise Planning Officers and Planning Assistant.
3. To attend Planning Committee and other meetings as necessary and instructed to present reports on planning applications and related planning matters.
4. To minimise the delay in decision-making on planning applications and related planning matters, meeting service plan targets and to inform the



Team Leader Planning of any factors causing unnecessary delay in the process.

5. To assist with the completion of the appeal caseload including the preparation of statements, the marshalling of evidence and when necessary, attend and present cases at Planning Hearings and Planning Inquiries.
6. To liaise with the Strategic Planning and Development Control Manager as necessary over policy issues, monitoring and review of planning decisions against policy.
7. To organise and present planning seminars as directed to Members, parish councils, local schools and amenity groups to heighten environmental awareness and involve the local community in the planning process.
8. To ensure that customers receive professional prompt, consistent and courteous advice on planning matters.
9. To participate in training and exercises in support of the Council's preparations for responding to civil emergencies within the District.
10. To carry out other related duties as may be required and directed by the Team Leader, Planning and Strategic Planning and Development Control Manager.

Special conditions

This is classed as a politically restricted post.

Pre-employment checks

None

Business Travel

Essential car user



Person specification

Qualifications

Description	Essential or desirable	Assessed through the application form or through the interview
Educated to Masters level, or extended experience and/or training in relevant areas of work	Essential	Application
Planning qualification or equivalent	Essential	Application
Membership or working towards membership of RTPI or equivalent	Essential	Application

Experience

Description	Essential or desirable	Assessed through the application form or through the interview
Experience managing a planning application caseload, including major planning applications for residential and commercial development	Essential	Application/ Interview
Successful planning appeal record	Essential	Interview
Experience in dealing with the general public and written/oral enquiries	Essential	Interview
Previous public sector experience	Desirable	Application/ Interview



Knowledge, skills and abilities

Description	Essential or desirable	Assessed through the application form or through the interview
Awareness of the issues facing planning, and of the economic, political and social context of planning decisions	Essential	Interview
Environmental awareness	Essential	Interview
Ability to engage with and support elected Members	Essential	Interview
Planning legislation	Essential	Interview
Design principles	Essential	Interview
Proven knowledge of Microsoft Office products	Essential	Application
Good interpersonal skills to develop and maintain effective working relationships	Essential	Interview
Ability to work accurately under pressure to meet deadlines	Essential	Interview
Communication skills including report writing and presentation skills	Essential	Interview
Ability to read and interpret maps, plans and technical drawings	Essential	Interview
Good time/workload management	Essential	Interview
Computer literate	Essential	Interview
Knowledge of Urban Design, Construction and Landscaping matters	Desirable	Interview
Knowledge of CAPS/Uniform	Desirable	Interview
Mentoring/ supervisory skills and/or experience	Desirable	Interview



Personal Attributes

Description	Essential or desirable	Assessed through the application form or through the interview
Driven to deliver high quality service to both internal and external clients	Essential	Interview
Willing to be adaptable and flexible to meet changing service demands	Essential	Interview
Promote positive and professional image of the service	Essential	Interview
Politically aware	Essential	Interview
Customer focussed	Essential	Interview
Commitment to Planning Services and engagement with all parties involved in development	Desirable	Interview
Progressive and innovative	Desirable	Interview
Responsible	Essential	Interview
Self-motivated	Essential	Interview
Team worker	Essential	Interview
Positive and Proactive	Essential	Interview