



# Major Projects Planning Officer

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**Post number:** PLN078

**Grade:** Scale 9

**Date:** January 2026

**Service area:** Planning Services

**Reports to:** Planning Manager

## Job profile

### Purpose

To lead on the processing and determination of strategic planning applications and to work with the Planning Team Leader to mentor Planning Officers in respect to dealing with strategic and other planning applications, and to matrix manage Planning Officers to support the delivery of major projects. To assist the Planning Manager in providing a high quality, effective and efficient service in all aspects of planning and related functions.

### Dimensions

Deputising for the Planning Team Leader in their absence, but no direct line management. Matrix management as part of a team working on major projects. The post holder will report to the Planning Manager.

### Main duties and responsibilities

1. To lead and actively progress strategic and major planning applications, including carrying out site inspections, consultations, negotiations, advising interested parties, producing draft reports, making recommendations, and preparing draft decision notices, using specialist including Urban Design principles to achieve sustainable development in accordance with national planning policies and the Councils Local Plan aims in a consistent manner which satisfies the objectives of the service.
2. To lead on and project manage strategic or major planning proposals through each stage of the planning process from pre-app engagement to



compliance, including co-ordination with internal teams and external agencies, ensuring deadlines are met, and policies, procedures and legislation are followed. This will include negotiation and management of Planning Performance Agreements, including monitoring payment and delivery of such agreements and the management of any contracts associated with a PPA.

3. To assist with embedding a modern, proactive "can do" and "open for business" culture within the service as a whole and to train, mentor and develop planning offers to upskill the team as a whole and to increase service resilience and career pathways when roles become available to deliver a grow our own culture within the department.
4. To work with the Planning Manager and Planning Team Leaders to implement change which will include making suggestions (as to service improvements) and to lead the delivery of any changes which come out of the Councils Planning Review.
5. To be responsible in conjunction with the Planning Manager for the continuous improvement of the service through the revision of policies and procedures and the implementation of improvements, having regard to customer needs, the Council's electronic service transformation agenda, working practices and available resources, in order to facilitate service delivery of the highest professional standards.
6. To assist with the management (and in the absence of the Planning Team Leader) of a team of planning officers/assistants and other related professionals, checking and signing decisions, monitoring caseloads, and working practices and providing coaching/mentoring as necessary to ensure consistency and in a manner which satisfies the objectives of the service and meets agreed performance targets and deadlines.
7. To deal with all relevant correspondence and enquiries, including letters, complaints and pre-application enquiries working in a positive, proactive problem-solving manner, in accordance with agreed procedures/timescales.
8. To maintain a sound, up to date, knowledge of current planning legislation, development plan policies, government guidance and appeal decisions.



9. To attend Planning Committee and other meetings as necessary to present reports on planning applications and related planning matters and acting as the lead officer during committee site visits as necessary.
10. 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.
11. To liaise with Strategic Planning Officers and other relevant officers as necessary over policy issues, monitoring, and review of planning decisions against policy.
12. To contribute to 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.
13. To provide appropriate specialist advice to and work with the public, developers, agents, Members and other persons and bodies as appropriate, in connection with development principles and all other related matters.
14. To authorise and issue appropriate decisions in accordance with the Council's Constitution on behalf of the Planning Manager, regarding development applications submitted to the Planning Authority.
15. To appropriately liaise with the Planning Enforcement Team regarding the development of appropriate responses to unauthorised development.
16. To carry out other related duties as may be required and directed by the Planning Manager or Planning Team Leaders.
17. To participate in training and exercises in support of the Council's preparations for responding to civil emergencies within the District.

## **Special conditions**

This is classed as a politically restricted post.

You will on occasions be required to work outside normal working hours to meet the needs of the service.



East Cambridgeshire  
District Council

## 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	Essential	Application
Professional RTPI planning qualification (external 2 years) plus minimum 5 years' experience in a planning environment.	Essential	Application

### Experience

Description	Essential or desirable	Assessed through the application form or through the interview
Significant experience in town planning and experience of managing multiple major and complex planning applications for residential and commercial development.	Essential	Application
Successful planning appeal record.	Essential	Application
Experience in dealing with the general public and written/oral enquiries	Essential	Application
Experience of working in Public Sector	Essential	Application
Presenting at Public Inquiries or hearings	Desirable	Interview
Other related professional experience or qualifications such as: Architecture, forward planning, conservation, enforcement, and economic development	Desirable	Interview



## Knowledge, skills and abilities

Description	Essential or desirable	Assessed through the application form or through the interview
Excellent communication, evaluation, negotiation, presentation and interpersonal skills.	Essential	Interview
Ability to advise, coach and mentor planning officers.	Essential	Interview
Ability to organise and prioritise a caseload of major strategic applications, using project management techniques to manage quality and throughput to achieve performance targets.	Essential	Interview
Excellent problem solving, influencing, negotiating and persuading skills on complex and contentious issues	Essential	Interview
Ability to read and interpret maps, plans, and technical drawings.	Essential	Interview
Excellent public speaking and presentation skills and the ability to make complex matters understandable to a wide ranging audience. Ability to write clear and concise reports and statements, distilling complex matters into straightforward information to support the decision-making process.	Essential	Interview
Ability to lead best practice ways of working and support the delivery of continuous improvement.	Essential	Interview
Providing appropriate specialist advice to the public, developers, agents and Members on planning matters	Essential	Interview
High technical knowledge of planning policy, urban design principles, and legislation.	Essential	Interview
Awareness of the issues facing planning, and of the economic, political and social context of planning decisions.	Essential	Interview
Proven working knowledge of Microsoft Office products and good digital literacy, sound knowledge of CAPS/Uniform.	Essential	Interview
Knowledge of Construction and Landscaping matters	Desirable	Interview



## Personal Attributes

Description	Essential or desirable	Assessed through the application form or through the interview
Customer focussed and driven to deliver high quality services to both internal and external clients. Diplomacy in dealing with applicants / objectors with differing needs, dealing with staff situations and persons responsible for a breach of planning control	Essential	Interview
Open minded, adaptable and flexible to meet changing service, member and customer demands	Essential	Interview
A positive and proactive approach to work, and works effectively as part of a large team.	Essential	Interview
Self motivated and high performing	Essential	Interview
Ability to positively engage with and support elected Members and be politically aware	Essential	Interview
A corporate approach that promotes a positive and professional image of the service.	Essential	Interview
Progressive and Innovative	Desirable	Interview
Strategy development	Desirable	Interview