



Planning Officer

Post number: PLN077

Grade: Scale 5/6

Date: January 2026

Service area: Planning Services

Reports to: Planning Services Development and Technical Support Team Leader

Job profile

Purpose

To provide a Planning service supporting the Planning Team Leaders, Senior Planning Officers and the Planning Manager in all aspects of planning and related planning functions.

*This is a career grade post.

Dimensions

The post holder will report to the Planning Team Leader.

Main duties and responsibilities

1. To be responsible for processing planning applications in accordance with statutory procedures and established office practices as directed by the Planning Team Leaders and Planning Manager.
2. To attend Planning Committee and other meetings as necessary and instructed to present reports on planning applications and related planning matters.
3. To minimise the delay in decision-making on planning applications and related planning matters, meeting service and improvement plan targets and to inform the Planning Team Leader of any factors causing unnecessary delay in the process.



4. To contribute to the enforcement function as appropriate. This may involve attendance and presentation of evidence at Planning Hearings/Inquiries and Magistrates Courts.
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. To liaise with the Strategic Planning Officers as necessary over policy issues, monitoring and review of planning decisions against policy.
6. 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.
7. To ensure that customers receive professional prompt, consistent and courteous advice on planning matters
8. To participate in training and exercises in support of the Council's preparations for responding to civil emergencies within the District.
9. To carry out other related duties as may be required and directed by the Planning Team Leader, Planning Manager and/or Director (Operations)

Special conditions

The post is full time (37 hours) and permanent.

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 degree level or equivalent work experience	Essential	Application
Planning qualification	Desirable	Application
Membership or working towards RTPI	Desirable	Application

Experience

Description	Essential or desirable	Assessed through the application form or through the interview
Good communication skills (including by telephone, e-mail and in person) at all levels	Essential	Application
Good time/workload management	Essential	Application
Ability to read and interpret maps, plans and technical drawings	Essential	Application
Experience of working in Local Government	Desirable	Application



Knowledge, skills and abilities

Description	Essential or desirable	Assessed through the application form or through the interview
The ability to communicate technical information clearly and effectively both verbally and in writing, with a range of stakeholders, colleagues and customers.	Essential	Interview
Methodical approach to work with high levels of accuracy and ability to pay meticulous attention to detail.	Essential	Interview
Good organisational skills, and ability to work under pressure, manage multiple deadlines and competing priorities.	Essential	Interview
Experience in dealing with the general public and written/oral enquiries	Essential	Interview
Environmental awareness	Essential	Interview
Planning legislation	Essential	Interview
A professional approach, with ability to understand complex processes and provide advice and guidance to Customers and other key stakeholders	Essential	Interview
Proficiency in Microsoft Office and willingness to be trained on the Council's IT systems	Essential	Interview
Understanding of good customer service	Essential	Interview
An understanding of planning and building control and related IT systems.	Desirable	Interview



Personal Attributes

Description	Essential or desirable	Assessed through the application form or through the interview
Customer focused and committed to providing a quality service.	Essential	Interview
Good interpersonal skills to deal with a range of professional, technical, and non-expert stakeholders and colleagues.	Essential	Interview
Take a pride in own work and in achieving professional standards.	Essential	Interview
Able to work effectively as part of a large team.	Essential	Interview
Able to respond positively under pressure and have a sense of responsibility.	Essential	Interview
Assertive, proactive, self-starter with the ability to get to grips with work quickly and independently.	Essential	Interview
Willing to be adaptable and flexible to meet changing service demands,	Essential	Interview
Willing to undertake appropriate instruction or training to improve knowledge and/or skill base.	Essential	Interview
Ability to identify innovative solutions to everyday challenges, continually striving to improve service delivery.	Desirable	Interview