

EAST CAMBRIDGESHIRE DISTRICT COUNCIL

JOB PROFILE

JOB TITLE:	SENIOR PLANNING OFFICER	POST NO:	PLN062
		GRADE:	7 (+ Market Supplement)
REPORTS TO:	PLANNING TEAM LEADER	DATE:	OCT 2024
DEPARTMENT:	STRATEGIC PLANNING AND DEVELOPMENT CONTROL		

Purpose

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

Principal Accountabilities

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 Planning 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 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 Planning Manager.

Special Conditions

This is classed as a politically restricted post.

Business Travel (Cross) Lease Car Essential User Casual User

Pre-employment Checks

Fraud and Corruption Checks DBS - Disclosure
