

# East Herts Council

## JOB DESCRIPTION

- This form summarises the purpose of the job and lists its key tasks.
- It may be varied from time to time at the discretion of the Authority, in consultation with the postholder.



**Job Title:** Planning Officer – Development Management

**Service:** Planning

**Accountable to:** Service manager (Development Manager)

## JOB SUMMARY

Provide a development management service that is efficient, effective, meets performance targets and provides high quality output. Deliver a service that is responsive to customer needs and works in a way that is proactive and seeks to improve, where there are opportunities to do so.

## KEY TASKS

### ***Operational Responsibilities\****

- Applying their professional judgement, skill and experience to lead, deliver and be responsible for a case load of planning and other related applications. The process includes public consultation on the proposals, the identification of all relevant issues and the consideration, negotiation, assessment and resolution of issues and the preparation of a recommendation for the decision to be made. Deal with all other planning application related workload including pre-application submissions, appeals, dealing with conditions, legal obligation agreements and third party involvement in the development management process.
- With a view to the NPPF, to ensure that development is sustainable and in particular offers a high standard of urban design and contributes to the provision of social infrastructure in line with policy and the needs the development generates, all within the context of negotiation on such viability assessment as may be necessary.
- Responsible for a case load of minor and other planning and related applications and pre-application submissions. For developmental purposes postholders can request to support the delivery of major application cases (including appeals). Whilst generally assigned to a team area, they can be required to cover work across the district. Planning Officers will proactively manage their case load and will be looking to identify solutions to problems that arise. Planning Officers will generally deal with appeals that are to be determined through the written reps procedure.

- Deliver (together with Planning Assistants) a direct advice service to customers in accordance with an agreed service specification.
- Ensure proactive delivery of high quality outcomes, looking to achieve improvement in planning and development schemes where appropriate and the delivery of cases in accordance with established performance management indicators. Undertake all tasks appropriate to their level to ensure the delivery of the service. There will be opportunities to, and Officers may request or be required, to input into project work outside of the delivery of the development management service, either through service improvement projects or into corporate project work.
- Display the council's values and behaviours, looking to support, assist and improve the delivery of the service to customers. Where Planning Officers enter the service without a post graduate qualification they will be expected to pursue an appropriate course of study, supported by the Council.
- Whilst assigned to the development management service, all Planning Officers can request and be required to input into, support and deliver the work of the planning policy service.

#### ***Management /Supervisory Responsibilities***

- None
- Where necessary, responsible for the procurement and management of the output of the work of external consultants including expert advice, in accordance with the Councils procedures

#### ***Contacts***

- Display the values and behaviours of the Council in all contacts, ensuring the delivery of a high quality and respected service. Contacts should be dealt with proactively, seeking to maximise the benefits that can be delivered by the service in co-operation with customers.
- Contacts will include applicants, third parties affected by development, community, residents and special interest groups, statutory and non-statutory bodies, MPs, other public service providers including HCC, council members including Executive Members, other elected representatives, developer interests, service and infrastructure delivery providers, internal customers including colleagues throughout the council, service managers, directors, other senior managers, chief executive.

#### ***Communication***

- Understand and articulate planning issues to their audience. Deliver planning information in a positive and proactive way ensuring that the benefits of the service are understood. Take responsibility for proactively dealing with all communications in relation to their case and other work load and assisting colleagues with their contacts where appropriate.
- Operate as a team, supporting each other to deliver an effective service to customers.
- Engage fully and proactively with the Councils employment development and learning and

management programmes, including the Performance Development Review (PDR) process or any future replacement of it. Take part in regular meetings with managers as relevant to ensure that performance and service delivery standards are established, understood and met.

### **Service Delivery**

- Ensure the delivery of an effective, high quality and respected service to customers. Display the values and behaviours of the Council and will work to ensure the delivery of a proactive service in accordance with quality and performance management indicators. Ensure continuous self improvement and to support, assist and deliver improvements to the quality and delivery of the service.

The above list is not intended to be exhaustive but merely to indicate the work range and core job content of the post. The list is not arranged in priority order.

# *East Herts Council*

## STANDARD PERSON SPECIFICATION

- This form summarises the purpose of the job and lists its key tasks.
- It may be varied from time to time at the discretion of the Authority, in consultation with the postholder.



**Job Title:** Planning Officer – Development Management

**Service:** Planning Management)

**Accountable to:** Service manager (Development

<b>KEY CRITERIA</b>	<b>JOB REQUIREMENTS</b>	<b>F/I/O</b>
1. <b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A degree in geography or an environmental related subject is required. A degree in Town and Country Planning is preferable.</li> </ul>	F/I
2. <b>Job Specific Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of dealing with work at a commensurate level or at the level that aspires to that of the post.</li> <li>• Knowledge and understanding of the legal and policy context</li> </ul>	F/I

<b>KEY CRITERIA</b>	<b>JOB REQUIREMENTS</b>	<b>F/I/O</b>
	<p>within which DM decisions are made and demonstrate an understanding of how weight is applied to conflicting policy objectives.</p> <ul style="list-style-type: none"> <li>• Use and manipulate complex information and databases</li> </ul>	F/I
3. <b><i>Team Working</i></b>	<ul style="list-style-type: none"> <li>• Experience of working in an environment where they are working with colleagues to deliver a service. They should be able to demonstrate an understanding of their role in that overall service delivery picture</li> </ul>	F/I/O

4. <b>Contacts</b>	<ul style="list-style-type: none"> <li>An ability to communicate with a range of audiences and through a range of mediums. Demonstrate experience of managing their communications and engaging proactively with customers and colleagues.</li> </ul>	F/I
5. <b>Service Delivery</b>	<ul style="list-style-type: none"> <li>An understanding of and experience of delivering outcomes in accordance with performance management and quality indicators</li> </ul>	F/I
6. <b>Communication</b>	<ul style="list-style-type: none"> <li>Ability to assimilate, understand and articulate issues rapidly and in a range of situations to a range of audiences.</li> <li>Efficient, effective and proactive communication skills</li> <li>A positive and proactive approach to all customers and colleagues</li> </ul>	F/I F/I F/I
7. Other	<ul style="list-style-type: none"> <li>Visit and inspect land and development sites and other locations both within and beyond the district. Undertake this element of the role in an efficient and effective manner. This will almost always require that the post holder is the holder of a current valid driving licence and has access to a motor vehicle when necessary.</li> </ul>	F/I

**KEY**

**F = Application Form**  
**I = Interview**  
**O = Other**