



Craven District Council

Planning

Job title: Planning Officer

Grade: Scale 5/6

Reports to: Principal Planning Officer

Duties and Responsibilities

Working as part of the Development Management Team you will:

- support the Lead Officers for Planning in the consideration and processing of planning applications and planning appeals
- carry out site visits; prepare reports with recommendations on planning and other forms of applications relating to the development or use of land and to prepare reports on any matters of a development management or development plan nature, write conditions, monitor development, prepare appeal statements
- be wholly responsible for dealing with own case load of planning applications, a significant proportion of which will be resolved through the established scheme of delegation
- undertake formal negotiations with applicants to seek to improve the quality of applications approved
- undertake formal negotiations with developers, agents, members of the public etc. at the pre-application stage of a planning application and offer informal professional advice based on central and local government policies
- liaise with colleagues in other departments of the Council, statutory bodies and Councillors and provide advice and guidance on planning policy issues and procedures
- support Lead Officer (Development Management) and the Strategic Manager for Planning and Regeneration in the attainment of performance targets
- act as first point of contact for enquiries relating to your cases, responding positively with courtesy and a high degree of professionalism

- advice and liaise with the Planning Enforcement Officers on issues that may arise within the District
- to screen planning submissions for validity
- to undertake all other activities commensurate with the post

Other Responsibilities

- Organise and prioritise own workload in order to achieve targets
- Comply with the Authority's Health and Safety Policy and Codes of Practice and be alert and contribute to the safety and security of the office environment
- Develop self to improve performance within established Personal Development Plan.
- Keep self up to date with current IT issues and corporate projects which may have an impact on the service unit.
- Establish and maintain effective relationships with Councillors, other members of staff, outside agencies and the public to promote and practice good customer care.

Progression Criteria to Scale 6

- Eligible/working towards membership of the RTPI
- At least two years relevant planning experience of handling a varied caseload of planning applications
- Successfully completed first year of a recognised Masters Planning course

The job description is not a definitive list of tasks. It is designed to give an overall view of the job and is not an indicator of the sole requirements of the work required. It is expected that you will use initiative and develop your own style to achieve the overall purpose. The precise responsibilities may change from time to time in line with the organisational requirements of the Council. Reasonable adjustments will be made to working arrangements to accommodate a person with a disability who would otherwise be prevented from undertaking the work.

Person Specification

Planning Officer

Knowledge/Qualifications / Training	Essential	Desirable	How identified
Degree or equivalent in Town and Country Planning or related subject		✓	Application form
Ability to complete a professional qualification related to the post held	✓		Application form/ Interview
Eligible/working towards membership of the RTPI		✓	Application form/ Interview
Thorough knowledge of relevant planning legislation.		✓	Application form/ Interview
Skills and Abilities	Essential	Desirable	How identified
Effective communication and negotiation skills, including the ability to relate well to customers at all levels		✓	Application form/ Interview
Effective report writing and presentation skills		✓	Application form/ Interview
Effective time management and organisational skills	✓		Application form/ Interview
Ability to use IT resources to support the functions of the post (input/extract data/word processing/spreadsheets)	✓		Application form/ Interview
A current driving licence or equivalent mobility with access to a motor vehicle	✓		Application form
Experience	Essential	Desirable	How identified
Experience of working within an office environment		✓	Application form/ Interview
Experience of successfully handling complex information		✓	Application form/ Interview
Other Personal Attributes	Essential	Desirable	How identified
Ability to work well within a team environment	✓		Application form/ Interview

