



Craven District Council

Planning

Job title: Senior Planning Officer (Development Management)

Grade: Scale SO2

Reports to: Lead Officer for Planning

Duties and Responsibilities

- Process planning and related applications (consultation, negotiation, assessment and the preparation of Section 106 Agreements) including major and complex development proposals and any subsequent appeals
- Be responsible for a case load of planning applications and related activities that you will deliver according to set targets
- To positively and proactively work with identified developers and organisations to process planning applications from inception to site completion
- Ability to assess, evaluate and lead on pre-application negotiations
- Provide advice on listed building and conservation matters
- Prepare Site Development Briefs and other planning guidance when required to assist customers
- Prepare reports and recommendations for decision on planning and other applications either for delegation or consideration by Planning Committee
- Present applications to Planning Committee and respond to questions
- Prepare Statement of Case and Proofs of Evidence for planning appeals and appear as an expert witness at Public Inquiries and Local Hearings
- Respond to enquiries for planning advice from members of the public, developers, Councillors etc. in a timely and courteous manner
- Contribute to the other planning functions of the Planning Service and the wider Council as may be required

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- To respond to complaints in an open and timely manner
- All such other duties, functions and responsibilities as may be conducive, incidental, necessary or appropriate for the discharge of the foregoing specific responsibilities and duties

Other Responsibilities

- Organise and prioritise own workload in order to achieve targets including targets relating to housing completion
- 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

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

Senior Planning Officer (Development Management)

Knowledge/Qualifications / Training	Essential	Desirable	How identified
A relevant/related degree level qualification or equivalent and the ability to complete a professional qualification related to the post held	✓		Application form
Membership of the RTPI		✓	Application form
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
Ability to supervise, train and mentor lower graded staff	✓		Application form/ Interview
A current driving licence or equivalent mobility with access to a motor vehicle	✓		Application form
Experience	Essential	Desirable	How identified
Two years post qualification experience in Development Control or Planning Policy	✓		Application form/ Interview
Ability and experience of successfully handling complex casework such as major/complex planning and listed buildings applications		✓	Application form/ Interview
Other Personal Attributes	Essential	Desirable	How identified _y
Ability to work well within a team environment	✓		Application form/ Interview

