

## JOB DESCRIPTION

### Planning Officer

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| <b>Service area:</b>                    | <b>Development Services</b>  |
| <b>Reports to:</b>                      | <b>Head of Development Services. Delegated responsibility to Principal Planning Officers</b> |
| <b>Responsible for:</b>                 | <b>N/A</b>   |
| <b>Location:</b>                        | <b>Leek / Buxton / Agile Working</b>   |
| <b>Work flexibly between ALL sites:</b> | <b>Yes</b>   |
| <b>Grade:</b>                           | <b>AG7</b>   |
| <b>Salary range:</b>                    | <b>Spinal Column Points 30-34</b>  |
| <b>Car driver:</b>                      | <b>Yes</b>   |
| <b>Essential/casual:</b>                | <b>Essential</b>   |

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#### JOB PURPOSE

To participate in the delivery of a comprehensive and professional development control service across the Alliance, through competent, confident and timely processing of planning applications in line with the Council's Choice Values to ensure efficient, effective and positive service delivery.

To actively demonstrate a 'can do' attitude and commercially minded approach, to ensure efficient, effective and positive service delivery and customer service.

To work across the Alliance to ensure organisational and public service outcomes are maximised.

#### JOB DUTIES

To competently undertake all aspects of the planning application process, including pre applications, planning applications, interpretation of local and national policy, discharge of conditions, and 106 Obligations in accordance with the provisions of the Town and Country Planning Act and associated legislation and guidance.

Attend and report to committee and other Council meetings and where necessary participate as required in the planning reception/surgeries.

Negotiate, obtain, report on, and monitor planning obligations as required to meet the needs of the service.

Represent the Council as expert witness at public inquiries, informal hearings, and court proceedings, when required.

Prepare timely and accurate reports in accordance with statutory and local timescales, (in relation to both officer delegated decisions and matters heard by Planning Committee) and decision notices.

To respond in accordance with corporate timescales, to enquiries from members of the public, Town/Parish Councils, Councillors and Applicants/Agents on development services matters.

To actively support the Planning Enforcement Officers in the investigation, action and delivery of the planning enforcement service.

To implement a robust pre application advice process ensuring customer focus and business relationships exist with applicants and agents submitting such applications.

Carry out other such duties associated with the service area, which the Head of Service/Principal Officer may from to time require, to maintain the efficient and effective running of the service.

## **CORPORATE RESPONSIBILITIES**

- Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.
- Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated.
- Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.
- Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.
- Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.
- Consistently exhibit the behaviours required under the Alliance CHOICE values and code of conduct.
- Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.
- Carry out election duties as required.

## **JOB REQUIREMENTS**

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|-------------------------|---|
| Transport Requirements  | Driving required for travel to Alliance locations                                     |
| Working Patterns        | Hours of work as agreed with the line manager. Some out of hours work may be required |
| Working Conditions      | Agile working with travel to Alliance locations / agile working (where applicable)    |
| Resources Staff/Finance |   |
| Physical                | Working to planned priorities   |
| DBS                     | No  |