Place Directorate

JOB PROFILE

Job Title:	Senior Planning Officer – Major Projects
Service Area:	Place – Development Management and Conservation
Grade:	10
Reporting Manager:	Team Leader – Major Projects
Direct reports:	None

Job summary:

The professional assessment of applications made pursuant to the Town and Country Planning Acts and other related matters in accordance with relevant legislation, including making recommendations as to the decision on individual applications, presentation to committee, dealing with appeals and challenges arising from the application and decision. All in a manner which contributes to the attainment of the services targets and objectives.

Key responsibilities:

The checking, appraisal and recommendation as to decision of applications for householder extensions, lawful development certificates, pre-application advice submissions, tree works, advertisement consent, prior approval and listed building consent works, commercial developments and residential developments (up to 49 dwellings) and making recommendations on their approval, permission, consent or refusal under the provisions of Town and Country Planning legislation.

To promote the Council and the Place Directorate by engaging in pre-application discussions with prospective applicants/agents and giving advice in connection with their proposals.

The generation of correspondence and advice to applicants / agents / the public / other NHDC staff in respect of development management matters, meeting any response targets that may have been adopted.

The preparation and presentation of reports on behalf of the Development and Conservation Manager at meetings of the Planning Control Committee, in conjunction with the Development and Conservation Manager.

To attend meetings of the Council or Committees as required.

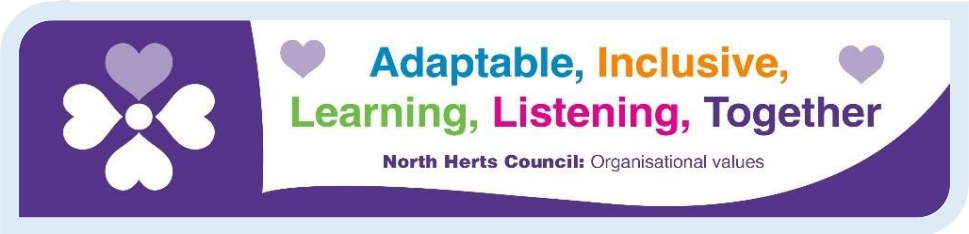
To defend Council decisions the subject of an appeal to the Secretary of State by preparing or arranging for the preparation of written evidence, or, in the case of Hearings or Public Inquiries, preparing and presenting, or arranging for the preparation and presentation of expert evidence.

To exercise delegated decision-making on behalf of the Council in respect of Development Control Matters and such other delegated powers as may be defined or ensure that arrangements are in place to take such decisions.

To review and develop the services for which the post holder is responsible and manage to change, to achieve continuous improvement; to maintain agreed performance targets and to meet the requirements of value for money and the relevant performance management and inspection regimes.

Please follow this link to read your general responsibilities:
General responsibilities for employees | North Herts Council (north-herts.gov.uk)

Key Requirements:		**Essential desirable**
Qualifications:	Membership of the Royal Town Planning Institute or ability to demonstrate that membership can be obtained within an agreed short timeframe and significant post-qualification experience in development control and / or planning policy	E
	Degree in Town Planning or related subjects, post graduate qualification in Town Planning	E
Job related experience & knowledge:	Minimum four years relevant post-qualification experience in development control and/or planning policy.	E
	Experience in dealing with major and/or complex applications	E
	Experience of negotiation and customer contact.	E
	Experience of participating in the creation of, and interpretation and implementation of, site-specific or area-wide Design Codes in Development Management	D
	Experience in negotiating and participating in planning performance agreements related to the processing of major development management applications	D
Skills & attributes required for the role:	Good computer skills, including proficiency in the use of database, planning software packages and Windows based applications.	E
	Ability to think clearly about issues, plan solutions and pursue effective action.	E
	Well-organised and able to work independently Good oral and written communication skills.	E
	Strong interpersonal skills and an effective team player Confident in conversing in fluent English which is sufficient to fulfil all spoken aspects of the role.	E
	Good presentation skills	E
Other:	Experience of working as part of a team.	E
	Ability to attend meetings outside of office hours.	E



	Ability to efficiently visit all areas of the District and surrounds as required for site visits, surveys, meetings etc. Access to a vehicle insured for business use and a valid driving license. Able to lead and adapt to change, supporting innovative development management approaches and new technologies, including AI	E E D

Signed……

Date……..…….

