



**HYNDBURN**  
The place to be  
an excellent council

## Job Description

<b>Job Title:</b>	ASSISTANT PLANNING OFFICER (DEVELOPMENT MANAGEMENT)
<b>Post No.:</b>	PS061
<b>Service:</b>	Planning & Transportation
<b>Agreement:</b>	NJC FOR LOCAL GOVERNMENT SERVICES
<b>Grade:</b>	SCP 18-22
<b>Other:</b>	Essential Car User
<b>Date:</b>	December 2015

### Organisational Relationships:

- a) Reports to: Principal Planning Officer / Chief Planning and Transportation Officer.
- b) Supervises: None
- c) Co-ordinates with: Other officers in team, other Council staff, elected members and external organisations, agents and applicants, members of the public and other customers as appropriate.
- d) Customer Charter: As a public servant any duties of the post which require contact with or provision of service to the Authority's customers shall be carried out in a courteous, helpful and professional manner in line with the Customer Care Policy adopted by the Council.

### Primary Objective(s):

- To provide a professional assessment of planning applications, planning enquiries and appeals and in the absence of the planning enforcement officer to undertake enforcement investigations.
- To contribute to the preparation and adoption of sound, inclusive plans and policies.

Although the Job Description is for a Planning Officer within the Development Management Team, the small size of our teams means that it may be necessary for officers to work on planning policy development at times.

## **Main Duties and Responsibilities:**

- 1) To provide a professional assessment of planning applications, planning enquiries and to liaise with developers, their agents and members of the public on planning proposals.
- 2) To undertake written representation appeals and hearings.
- 3) To assist in drafting planning policies, supplementary planning guidance and monitoring of planning policies.
- 4) To attend Council Committees, Sub-Committees and Working Groups as required.
- 5) To improve the built and natural environment of the Borough through the preparation and implementation of Supplementary Planning Documents.
- 6) To contribute to the achievement of National, Corporate and Service level targets.
- 7) To contribute to the development and maintenance of procedures and manuals setting out service objectives, standards and practice.
- 8) To represent the Council at public meetings and other consultations and to participate in project teams dealing with service issues.
- 9) To monitor and evaluate in agreed topic areas the policies and procedures of external organisations, including central government, statutory agencies, the Planning Inspectorate and other authorities, for their potential influence and application in the delivery of planning services in Hyndburn.
- 10) Knowledge and understanding of the English Planning System including its regulatory basis, national and local policy and knowledge of sustainable development and how that can be translated into policy.
- 11) To maintain lateral co-operation between the service's various sections, thereby maximising the service's overall efficiency and effectiveness.
- 12) To participate in inter-service working groups/panels, etc and co-operate fully to ensure that the Council's corporate objectives are achieved.
- 13) To provide a professional assessment of planning applications, and related enquiries and in the absence of the planning enforcement officer to undertake enforcement investigations.
- 14) To improve the built and natural environment of the Borough through the use of regulatory powers.
- 15) To contribute to the development and maintenance of procedures and manuals setting out service objectives, standards and practice.
- 16) To undertake planning appeals and to represent the Council at public inquiries, hearings, public meetings and other consultations.
- 17) To keep informed of national and local legislative and policy changes to ensure decisions made are robust and well founded.
- 18) To participate in project teams dealing with service issues.
- 19) In the absence of the enforcement officer, to investigate and take appropriate enforcement action to remedy breaches of planning control. To prepare and issues enforcement notices under the Town and Country Planning Act.
- 20) To contribute to the development of service/business plans for the appropriate service area to help focus the section on delivering a more effective and efficient service.
- 21) To assess own performance against service/business plans and targets.

- 22) To contribute to the formulation of the service's annual training plan and participate in development opportunities to ensure that all employees are employed to their full potential in accordance with the provisions of the Investors In People programme and within budgetary constraints.
- 23) To operate in accordance with Council priorities and compliance policies relating to Health and Safety, Equal Opportunities and Customer Care.
- 24) To undertake planning duties as required by line manager or the Head of Service.
- 25) To deal with colleagues openly and fairly at all times and support mutual respect within teams.

**NB** *In order to ensure that job descriptions are kept up to date, all employees are given the opportunity to regularly review their roles through the Authority's staff appraisal scheme. Staff are therefore required to take a reasonable and flexible approach to changes arising from working practices or changing workloads.*

**Equality Act 2010.** - *Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability*

# PERSON SPECIFICATION

<b>JOB TITLE</b>	<b>Assistant Planning Officer</b>	<b>POST NO.</b>	<b>PS061</b>
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PERSONAL ATTRIBUTES (BASED ON JOB DESCRIPTION)	ESSENTIAL	DESIRABLE	HOW TO BE MEASURED APPLICATION FORM (A) INTERVIEW (I) REFERNCES (R) TEST (T)
<b>QUALIFICATIONS</b> <ol style="list-style-type: none"> <li>1. Educated to degree level in an appropriate subject.</li> <li>2. Eligible for or pursuing membership of RTPI</li> </ol>	<b>E</b>	<b>D</b>	<b>A/I A/I</b>
<b>EXPERIENCE</b> <ol style="list-style-type: none"> <li>1. Experience of working in a local authority planning service or a planning consultancy including experience in Development Management.</li> </ol>		<b>D</b>	<b>A/I</b>
<b>KNOWLEDGE/SKILLS/ABILITIES</b> <ol style="list-style-type: none"> <li>1. Understanding of the British system of town and country planning.</li> <li>2. Ability to analyse complex issues and produce clear conclusions.</li> <li>3. Ability to communicate clearly both orally and in writing.</li> <li>4. Ability to produce accurate work to tight deadlines.</li> <li>5. Ability to work productively as part of a team.</li> <li>6. Skilled in use of personal computers, particularly MS Office products.</li> <li>7. Enhanced IT skills, e.g. statistical packages.</li> <li>8. Understanding of equal opportunities and diversity.</li> </ol>	<b>E E E E E</b>	<b>D</b>	<b>A/T/I T/I A/T/I T/I I A/I A/I I</b>
<b>ADDITIONAL REQUIREMENTS</b> <ol style="list-style-type: none"> <li>1. Available for occasional work outside normal office hours</li> <li>2. Use of own car for meetings/site visits (Development Management)</li> <li>3. Commitment to equal opportunities and customer care</li> </ol>	<b>E E E</b>		<b>I I I</b>
<b>OTHER</b> <ol style="list-style-type: none"> <li>1. Regular and Reliable Service, (the Council does not wish to employ individuals who have a poor history of attendance at work where there is no underlying medical reason for the absence).</li> <li>2. Commitment to the principles of public services and local democracy</li> </ol>	<b>E E</b>		<b>R I</b>

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