



Hyndburn
Borough Council



Candidate Information Pack

Senior Planning Officer/Principal
Planning Officer
(Development Management)
(Career Grade)

Our Organisation

We are the local district Council for the Borough of Hyndburn, in East Lancashire. Our main offices are in Accrington and we also cover the townships of Oswaldtwistle, Great Harwood, Clayton-le-Moors and Rishton.

As well as a number of towns, we have large areas of outstanding open space to explore, including our wonderful parks and 3 local nature reserves. We're home to the famous Accrington Stanley football club, our NORI bricks helped build the Empire State Building and our Council-run Haworth Art Gallery has the largest collection of Tiffany Glass in Europe.

We face many challenges as a borough, predominantly linked to deep-seated inequalities in health and deprivation. You will join us at an exciting time, as we look to progress our recently adopted corporate strategy. This focusses on sustainable growth in both housing and employment, as well as on our environment and climate change. We have an ambitious transformational agenda, as evidenced by our current Levelling Up programme which is regenerating our main town centre.

We are proud of our reputation as a forward-thinking council with a strong track record of delivering high-quality services, driving regeneration and making things happen. As we continue to support growth and investment across the borough, we are looking for a motivated and enthusiastic Senior Planning Officer to join our Development Management team.

Our Values

Our future success will depend on the professionalism and dedication of our staff, as well as how we work collaboratively with partners and stakeholders. We aim for a supportive and friendly working culture, and strive to recruit people whose values align to our own.

Customer Focus

We will make best use of our resources to support the delivery of excellent services to our customers. We will treat each customer as a valued individual and show sensitivity to their needs and differences.

Integrity

We will always try to do the right thing. We will act and communicate honestly and openly, honour our commitments and be accountable for our actions.

Positive Attitude

We will be proactive and optimistic in finding solutions to challenges, open to improved ways of working and to updating our knowledge and skills to meet these changes.

Teamwork

We promote a friendly and supportive working environment. We will work together across teams, services and with partners to achieve the objectives of the Council and the best outcomes for our customers.

The Role

This career-grade position offers an excellent opportunity for professional development and progression within a supportive and forward-thinking planning service. You will be responsible for managing a diverse and challenging caseload of complex planning applications and appeals, helping to deliver sustainable growth and regeneration across the borough.

We are looking for someone who relishes a challenge and thrives in a busy yet supportive environment. As part of a collaborative Development Management team, you will assess planning proposals, provide professional planning advice, negotiate positive outcomes, and work closely with applicants, developers, elected members, and other stakeholders to secure high-quality development that enhances Hyndburn's communities.

The successful candidate will have experience of managing a wide range of complex development proposals and delivering timely, well-reasoned decisions. You will possess a thorough understanding of the planning system and relevant legislation, together with strong communication, negotiation, and organisational skills. You will also be able to build and maintain effective professional relationships with a wide range of stakeholders.

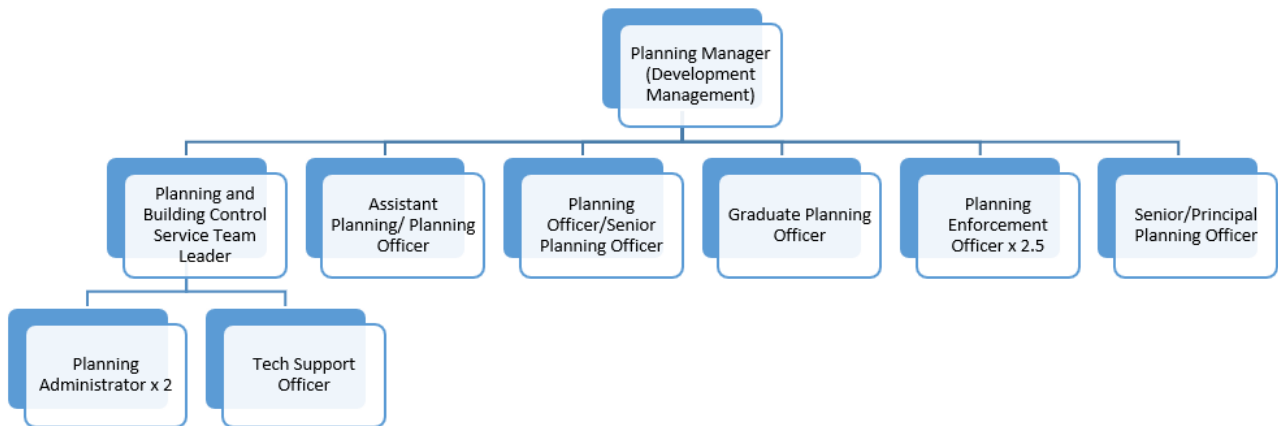
You should be a member of the RTPI or actively working towards membership. Progression beyond the first pay increment of the Senior Planning Officer post will be linked to achieving RTPI Chartered Membership. For appointment at Principal Planning Officer level, RTPI membership is essential.

At Principal Planning Officer level, you will manage a caseload of major planning applications and play a key leadership role within the team. You will provide mentoring and professional support to junior colleagues, assist with their development, and support the Planning Manager in the effective operation of the Development Management and Planning Enforcement service.

You should be confident in the use of planning and development management IT systems and committed to delivering excellent customer service and positive planning outcomes.

To undertake site visits and attend meetings, you will need a full UK driving licence and access to a vehicle.

Staffing Structure



Your Salary and Benefits

Salary

- Grade 9 SCP 28-31 (£40,444– £43,149) to Grade 10 SCP 31-34 (£43,149- £46,579)
- Essential Car User allowance

Hours of Work

37 hours, on a flexible working time system. This allows choice over working time between 7.30am and 6.30pm, subject to business needs. There will be occasional weekend and evening work. We pride ourselves on our approach to flexible working and are open to discussions around alternative working options. Please let us know if you have any personal preferences about flexible working arrangements during the recruitment process.

Leave entitlement

Your leave allowance starts at 24 days, with an extra 2 days after working at Hyndburn for a year, as well as an extra 5 days when you have 5 years continuous local government service. This is in addition to public holidays and a 3 day closure around Christmas / New Year period – one day's annual leave may be fixed around this time too.

Pension

We will enrol you into the Local Government Pension Scheme on commencing employment. This is a "career average" scheme, which means you will build up benefits based on your pay each year. Your contributions depend on the level of your pay. We will also make employer contributions.

Supportive Working Arrangements

We genuinely support flexible working practices to help you strike a good balance between your work life and your personal life. We have agreed a Smart Working Strategy which supports hybrid working, meaning you will have the opportunity to work from home for part of the week. We have a confidential 24/7 Employee Assistance Programme which can support you and household members through difficult patches, including counselling support.

Learning and Development

We will support and encourage you to keep developing your skills and professional knowledge. We'll fund relevant training and provide in-house opportunities, including through the "Hyve", our access anywhere elearning platform.

Diversity and Inclusion

We value diversity and inclusion. We know we can't stand still on this; we try to keep improving. We want all our staff to feel valued and respected and to see this as a great place to work. We'd love our workforce to better reflect the communities we serve. We welcome applications from candidates from under-represented groups, including people with disabilities or from ethnic minorities. **We offer a guaranteed interview to anyone with a disability who can show they meet the the essential criteria - we'll ask you to indicate on the application form if this applies.**

Other Benefits

Other benefits include free car parking, a leave purchase scheme, reduced leisure membership, credit union, access to discounts, health cash plan, access to physiotherapy / osteopathy treatment, and death in service benefit (separate from the pension scheme).

How to Apply

Take a look at the job description and person specification. To apply for the role, please complete our application form via the Jobs section of our website:

<https://www.hyndburnbc.gov.uk/hyndburn-borough-council-homepage/vacancies-and-apprenticeships/>

The form includes space for a supporting statement where you should explain how you meet the requirements listed on the job description and person specification. We're keen to know what makes you right for the job you're applying for. You should demonstrate how your skills, qualities and experience meet the requirements of the job (as described in the job advert and candidate pack). And instead of simply telling us, show us: use real life examples of where you've used a certain skill or how you've practically applied your experience.

This supporting statement is a really important part of the selection process so make sure you keep your statement **relevant** and **concise**. Think about what we need to know about you and what you'd bring to the role and our organisation.

Equality Monitoring Questions

We're committed to improving our workplace representation so we reflect the diverse communities we serve and we'd really appreciate it if you could tell us about certain equality characteristics on your application form. This information will not be shared with the people making decisions on shortlisting or who to appoint. This will help us assess whether there may be any barriers to people applying or being successful in their application, based on equality characteristics.

Submitting your application

Once you've filled out and completed everything, you'll be prompted to submit your application. Simply click the button and you're done. If, at any stage, you have questions or problems, please contact HR at recruit@hyndburnbc.gov.uk

We'll normally get back to you within a couple of weeks at the most if you've been shortlisted for interview.

Good luck!

Hyndburn Borough Council

Job Description

Job Title:	Senior Planning Officer
Post No.:	PS073
Service:	Planning & Transportation
Agreement:	NJC For Local Government Services
Range:	Scale 9 SCP 28-31
Other:	Essential Car User Allowance

Organisational Relationships:

Reports to:	Planning Manager
Supervises:	None
Coordinates with:	Statutory and other consultees, applicants, agents and others interested in planning applications, Planning Committee and other elected members, other officers within the team, other employees within the Authority. Also, representatives of external organisations and customers.
Customer Focus:	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 support the Planning Manager in providing an effective development management service by providing professional and timely assessment of complex planning (and related) applications, planning enquiries and appeals.

Main Duties & Responsibilities:

1. To liaise with developers, their agents and members of the public on planning proposals.
2. To register and validate planning (and related) applications and to carry out the necessary consultation and notifications.
3. Manage a case load of complex and/or contentious pre-application enquiries and planning (and related) applications relating to the management of development and make appropriate recommendations.
4. To mentor junior team members and deputise for senior colleagues as required.

5. In the absence of the planning enforcement officer to undertake enforcement investigations.
6. Preparation and presenting of Committee reports on planning and other applications.
7. To contribute to the achievement of National, Corporate and Service level targets.
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. To participate in inter-service working groups/panels etc. and co-operate fully to ensure that the Council's corporate objectives are achieved.
11. To improve the built and natural environment of the Borough using regulatory powers, taking a proactive approach to encourage and support economic regeneration and prosperity.
12. To contribute to the development and maintenance of procedures and manuals setting out service objectives, standards and practice.
13. To prepare written evidence in the event of an appeal and represent the Council at public inquiries, hearings, public meetings and other consultations as required.
14. To keep informed of national and local legislative and policy changes to ensure decisions are robust and well founded.
15. To participate in project teams dealing with service issues.
16. To attend Council Committees, Sub-Committees and Working Groups as required.
17. 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.
18. To assess own performance against service/business plans and targets.
19. To contribute to the formulation of the service's annual training plan and participate in development opportunities in accordance with the provisions of the Investors in People programme and within budgetary constraints.
20. To operate in accordance with Council priorities and compliance policies relating to Health and Safety, Equal Opportunities and Customer Care.
21. To undertake planning duties as required by line manager or the Head of Service.
22. To deal with colleagues openly and fairly at all times and support mutual respect within teams

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 Performance & Development Reviews (PDR). 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*

Hyndburn Borough Council is committed to encouraging and supporting employees to achieve a Level 2 qualification in English and Maths.

Person Specification

Job Title: Senior Planning Officer			
Criteria are measured using 4 different sources: Application Form (A), Interview (I), Test (T), References (R)			
Job Criteria (Based on Job Description)	Essential	Desirable	Measured by
Qualifications: - Educated to degree level in an appropriate subject. - Member, or equivalent, of Royal Town Planning Institute or other relevant professional body, or working towards membership.	✓ ✓		A A
Experience: - Relevant and demonstrable experience in Development Management. - Experience of processing and determining complex and/or contentious planning applications or leading or supporting the preparation, submission, negotiation and progression of complex or contentious planning applications on behalf of clients. - Experience of dealing with planning appeals. - Experience of dealing with customers face to face and on the telephone. - Experience of presenting to planning or other committees. - Local Government or other public sector experience. - Experience of working within a political environment and/or working with members of the Council. - Mentoring/supervisory experience - Experience in use of computer-based planning application systems	✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓ ✓	A/I A/I A/I A/I A/I A/I A/I A/I
Knowledge/Skills/Abilities: - Able to demonstrate knowledge of planning legislation, government advice and policy, and awareness of general issues facing the planning profession. - Understanding of the importance of economic regeneration. - Excellent written and oral communication and negotiation skills. - Excellent time management skills and the ability to prioritise work. - Report writing experience. - Ability to analyse complex issues and produce clear conclusions. - Ability to demonstrate initiative and to work with a minimum of supervision - Ability to contribute successfully to effective team working. - Skilled in use of personal computers, particularly MS Office products.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		A/I A/I A/I A/I A/I A/I A/I A/I

Willingness to maintain and improve standards and performance through implementation of good practice and personal development.	✓		A/I
Additional Requirements: - 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). - A commitment to customer care and equal opportunities and an understanding of how to put these into practice. - Commitment to the principles of local democracy.	✓ ✓ ✓		R A/I A/I
Other: - Commitment to providing an excellent standard of customer service. - Current driving licence and provision of own car - Occasional working outside normal office hours - Understanding of Equality Legislation as it applies to Local Government.	✓ ✓ ✓ ✓		A/I A I A/I

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Job Description

Job Title:	Principal Planning Officer
Post No.:	PS074
Service:	Planning & Transportation
Agreement:	NJC For Local Government Services
Range:	Scale 10 SCP 31-40
Other:	Essential Car User Allowance

Organisational Relationships:

Reports to:	Planning Manager
Supervises:	None
Coordinates with:	Statutory and other consultees, applicants, agents and others interested in planning applications, Planning Committee and other elected members, other officers within the team and other employees within the Authority. Also, representatives of external organisations and customers.
Customer Focus:	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 support the Planning Manager in the delivery of a professional, positive, efficient and equitable development management service, planning enforcement service, and planning input into local land charge searches.
- To manage major planning applications submitted within the administrative area of Hyndburn and to manage associated planning appeals.

Main Duties & Responsibilities:

1. To liaise with developers, their agents and members of the public on planning proposals.
2. To register and validate planning (and related) applications and to carry out the necessary consultation and notifications.
3. Manage a case load of major pre-application enquiries and planning (and relation) applications relating to the management of development and make appropriate recommendations.

4. To develop and maintain a positive and responsive working relationship with elected members and those on Planning Committee.
5. To mentor junior team members, assisting them with their caseloads and providing any guidance as necessary.
6. To carry out the duties of the Planning Manager in his/her absence.
7. To allocate and sign off all types of applications across the development management team as required.
8. To assist with the recruitment and induction of new staff as directed by the Planning Manager to ensure the formation of a well-functioning team of professional officers to secure performance delivery.
9. In the absence of the planning enforcement officer to undertake enforcement investigations.
10. Preparation and presenting of Committee reports on planning and other applications.
11. Alongside the Planning Manager, to manage the team's achievement of National, Corporate and Service level targets.
12. To represent the Council at public meetings and other consultations and to participate in project teams dealing with service issues.
13. 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.
14. To participate in inter-service working groups/panels etc. and co-operate fully to ensure that the Council's corporate objectives are achieved.
15. To improve the built and natural environment of the Borough using regulatory powers, taking a proactive approach to encourage and support economic regeneration and prosperity.
16. To contribute to the development and maintenance of procedures and manuals setting out service objectives, standards and practice.
17. To prepare written evidence in the event of an appeal and represent the Council at public inquiries, hearings, public meetings and other consultations as required.
18. To keep informed of national and local legislative and policy changes to ensure decisions are robust and well founded.
19. To participate in project teams dealing with service issues.
20. To attend Council Committees, Sub-Committees and Working Groups as required.
21. 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.
22. To assess own performance against service/business plans and targets.
23. To contribute to the formulation of the service's annual training plan and participate in development opportunities in accordance with the provisions of the Investors in People programme and within budgetary constraints.
24. To operate in accordance with Council priorities and compliance policies relating to Health and Safety, Equal Opportunities and Customer Care.
25. To undertake planning duties as required by line manager or the Head of Service.
26. To deal with colleagues openly and fairly at all times and support mutual respect within teams.

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Job Criteria (Based on Job Description)	Essential	Desirable	Measured by
Qualifications: - Educated to degree level in an appropriate subject. - Member, or equivalent, of the Royal Town Planning Institute or other relevant professional body.	✓ ✓		A A
Experience: - Thorough working experience and knowledge of Development Management. - Experience of processing and determining major planning applications or leading or supporting the preparation, submission, negotiation and progression of major planning applications on behalf of clients. - Experience of dealing with section 106 legal agreements. - Experience of dealing with planning appeals. - Experience of presenting to planning or other committees. - Local Government or other public sector experience. - Experience of working within a political environment or working with members of the Council. - Mentoring/supervisory experience - Experience of informal hearings and/or the preparation of proofs of evidence and presentation at public inquiries - Experience in use of computer-based planning application systems	✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓ ✓ ✓	A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I
Knowledge/Skills/Abilities: - Able to demonstrate knowledge of planning legislation, government advice and policy, and awareness of general issues facing the planning profession. - Understanding of the commercial development market and development economics. - Excellent written and oral communication and negotiation skills. - Excellent time management skills and the ability to prioritise work. - Ability to analyse complex issues and produce clear conclusions. - Ability to manage large caseloads with limited supervision.	✓ ✓ ✓ ✓ ✓ ✓	 ✓	A/I A/I A/I A/I A/I A/I

Ability to contribute successfully to effective team working and to guide and advise other staff.	✓		A/I
Skilled in use of personal computers, particularly MS Office products.	✓		A/I
Willingness to maintain and improve standards and performance through implementation of good practice and personal development			
Additional Requirements:			
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).	✓		R
A commitment to customer care and equal opportunities and an understanding of how to put these into practice.	✓		A/I
Commitment to the principles of local democracy.	✓		A/I
Other:			
Commitment to providing an excellent standard of customer service.	✓		A/I
Current driving licence and provision of own car	✓		A
Occasional working outside normal office hours	✓		I
Understanding of Equality Legislation as it applies to Local Government.	✓		A/I

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A scenic view of a pond with ducks and reeds. The pond is surrounded by lush green reeds and grasses. Several ducks are swimming in the water. The water is calm, reflecting the surrounding greenery. In the foreground, there are tall reeds with some seed heads. A purple rectangular box is overlaid on the lower half of the image, containing white text.

**Together, we're
building an
ambitious and
sustainable future
for Hyndburn**