

## Job Description

### Job Role: Planning Officer

### Service: Development Management

| Role Structure  | Role Details          |
|-----------------|-----------------------|
| Directorate:    | Economy & Environment |
| Grade:          | HC6-7                 |
| Location:       | Plough Lane/Hybrid    |
| Responsible to: | Development Manager   |

#### Main purpose of the role

- To process applications under the Planning and Listed Building Acts including the preparation of reports to the Planning Committee and delegated decisions
- To provide pre application advice and assist with the delivery of the Duty Planning Officer service
- To prepare appeal statements and represent the Council in appeal proceedings as required

| Key Duties and Responsibilities   | Frequency of Task  |
|---|--|
| <ul style="list-style-type: none"> <li>Process planning and related applications, including visiting the site, liaising with consultees, negotiating with developers and agents, writing reports and making recommendations on proposals.</li> </ul>  | <ul style="list-style-type: none"> <li>Daily</li> </ul>        |
| <ul style="list-style-type: none"> <li>Attend meetings of the Planning Committee as necessary to present reports and provide professional advice</li> </ul>   | <ul style="list-style-type: none"> <li>Monthly</li> </ul>      |
| <ul style="list-style-type: none"> <li>Provide informal and informal advice and guidance to developers, agents and members of the public, attend planning surgeries and represent the section on external committees and working groups to provide advice and guidance on planning matters</li> </ul> | <ul style="list-style-type: none"> <li>Daily</li> </ul>        |
| <ul style="list-style-type: none"> <li>Provide advice to other departments in the Council and external agencies on planning matters.</li> </ul>   | <ul style="list-style-type: none"> <li>Weekly</li> </ul>       |
| <ul style="list-style-type: none"> <li>Generally provide support and/or deputise for the Senior and Principal Planning Officer(s) to enable them to concentrate on complex and contentious applications.</li> </ul>   | <ul style="list-style-type: none"> <li>Occasionally</li> </ul> |



| Key Duties and Responsibilities  | Frequency of Task  |
|--|--|
| <ul style="list-style-type: none"> <li>Prepare the Council's Statement of Case and represent the Council at informal hearings and inquiries as required.</li> </ul>  | <ul style="list-style-type: none"> <li>Occasionally</li> </ul> |
| <ul style="list-style-type: none"> <li>Respond to telephone calls, emails and letters in accordance with the Council's standards.</li> </ul>   | <ul style="list-style-type: none"> <li>Daily/Weekly</li> </ul> |
| <ul style="list-style-type: none"> <li>Maintain personal and professional development to meet the changing demands of the job; if required to continue training towards a professional planning qualification and to attain/retain full membership of the RTPI.</li> </ul> | <ul style="list-style-type: none"> <li>Ongoing</li> </ul>      |
| <ul style="list-style-type: none"> <li>Research the background to applications including site investigations and examination of site histories.</li> </ul>   | <ul style="list-style-type: none"> <li>Daily</li> </ul>        |
| <ul style="list-style-type: none"> <li>Assist with enforcement work as necessary, including advising enforcement officers on the planning merits of a case</li> </ul>  | <ul style="list-style-type: none"> <li>Daily</li> </ul>        |
| <ul style="list-style-type: none"> <li>Attend meetings to represent the Council and/or the Section on working parties as required</li> </ul>   | <ul style="list-style-type: none"> <li>Occasionally</li> </ul> |



## Person Specification

| Requirements   | Essential<br>or<br>Desirable | Identified by<br><br>A – Application<br>I – Interview |
|--|------------------------------|---|
| <b>Qualifications and Training</b>   |                              |   |
| <ul style="list-style-type: none"> <li>• <b>Level 1: Paygrade HC6</b></li> <li>• Non Planning related degree</li> <li>• Or an HNC, degree, or equivalent qualification in a discipline related to planning.</li> <li>• Technical or student membership of RTPI</li> <li>• <b>Level 2: Paygrade HC7</b></li> <li>• A minimum of 2 years' progress towards a degree or diploma in T&amp;CP.</li> <li>• Must demonstrate CPD and working progress towards full qualification and RTPI membership.</li> <li>• Technical or student membership of RTPI</li> </ul> | Essential                    | A, I  |
| <b>Experience &amp; Knowledge</b>  |                              |   |
| <ul style="list-style-type: none"> <li>• <b>Level 1: Paygrade HC6</b></li> <li>• None</li> <li>• <b>Level 2: Paygrade HC7</b></li> <li>• Experience of working in team based office environment.</li> <li>• Some Knowledge of planning legislation and the development management process.</li> <li>• Some Experience of working in a development</li> </ul>   | Essential                    | A, I  |

| Requirements   | Essential<br>or<br>Desirable | Identified by<br><br>A – Application<br>I – Interview |
|--|------------------------------|---|
| management section or similar.   |                              |   |
| <b>Skills and Abilities</b>  |                              |   |
| <ul style="list-style-type: none"> <li>• Good oral and writing skills.</li> <li>• Team player.</li> <li>• Positive approach to customer care.</li> <li>• Ability to work under pressure to tight deadlines and work on own initiative.</li> <li>• Working knowledge of windows based computer software.</li> <li>• Good organisational and time management.</li> <li>• Negotiation and presentation skills.</li> <li>• Full driving license</li> </ul> | Essential                    | A, I  |

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.





**Herefordshire  
Council**

Our Values and Behaviours



**Spirit of  
Herefordshire**

*A place to Live, Work & Thrive*

The council's THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. They help us to achieve our Council Plan vision "do our best for Herefordshire" acting as our DNA and the "way that we do things around here". We expect all colleagues to act as a role model by living our values and setting an example for others. Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

**Trust** - Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

**Honesty** - Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

**Responsibility** - Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

**Inclusivity** - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

**Value** - Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

**Empathy** - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

