

Job Description

Job Role: Senior Planning Officer

Service: Development Management

Role Structure	Role Details
Directorate:	Economy & Environment
Grade:	HC08 (SCP 25 – 30)
Location:	Plough Lane
Responsible to:	Development Managers

Main purpose of the role

To process applications and appeals under the Planning and Listed Building Acts including the preparation of reports to the Planning Committee and delegated decisions, providing pre-application advice together with associated Development Management roles and functions

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> Process applications including visiting the site, liaising with consultees, negotiating with developers and agents, writing reports and making recommendations on proposals 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Processing pre-planning applications, including site visits and meetings, liaising with consultees, negotiating with applicants, developers and agents, writing pre-application advice letters and making recommendations 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Attend meetings of the Planning Committee as necessary to present reports and provide professional advice 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> Provide advice to other departments in the Council and external agencies on planning matters 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Provide duty service and represent the section on external committees and working groups to provide advice and guidance on planning matters 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> Assist with enforcement work as necessary including advising enforcement officers on the planning merits of a case 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Research the background to applications including site investigations and examination of site histories 	<ul style="list-style-type: none"> Daily



Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> Generally provide support for the Development Manager to enable an efficient processing of applications 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Prepare the council's Statement of Case and represent the Council at informal hearings and inquiries as required 	<ul style="list-style-type: none"> Occasionally
<ul style="list-style-type: none"> Respond to telephone calls, e-mails and letters in accordance with the Council's standards 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Maintain personal and professional development to meet the changing demands of the job. 	<ul style="list-style-type: none"> Daily



Person Specification

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Qualifications and Training		
<ul style="list-style-type: none"> A degree or diploma in Town & Country Planning or equivalent relevant qualification 	Essential	A, I
<ul style="list-style-type: none"> Student / Licentiate / Full membership of Royal Town Planning Institute with ability to work towards full membership 	Essential	A, I
<ul style="list-style-type: none"> Working knowledge of Windows based computer software 	Essential	A, I
Experience & Knowledge		
<ul style="list-style-type: none"> Experience in Development Management including: <ul style="list-style-type: none"> A variety of casework including planning and listed building applications; Appeal work; Pre-application advice on a variety of cases, including small scale residential developments of up to 10 dwellings Sufficient continuity of experience for some cases to be taken right through from pre-application stage to implementation, including monitoring of conditions. 	Essential	A, I

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Skills and Abilities		
<ul style="list-style-type: none"> Clear concise and assertive oral and written skills. 	Essential	A, I
<ul style="list-style-type: none"> Team player. 	Essential	A, I
<ul style="list-style-type: none"> Good organisation and time management skills. 	Essential	A, I
<ul style="list-style-type: none"> Positive approach to customer care. 	Essential	A, I
<ul style="list-style-type: none"> First class negotiating skills. 	Essential	A, I
<ul style="list-style-type: none"> Good presentation skills. 	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.

Our Values and Behaviours

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.

