

## **JOB DESCRIPTION**



<b>POST TITLE:</b>	<b>Planning Officer</b>
<b>POST NUMBER:</b>	<b>PD05</b>
<b>GRADE:</b>	<b>G</b>
<b>RESPONSIBLE TO:</b>	<b>Area Team Leader</b>
<b>LIAISON WITH:</b>	<b>Members of the community, Parish and Town Councils, other Officers within Unit, Elected Members, Planning and other professionals, other Council Departments, County Council staff and other Planning stakeholders.</b>

### **KEY CORPORATE ACCOUNTABILITIES:**

To participate in the provision of an effective and efficient development management service, to assist the Council in meeting its strategic and planning policy targets, to assist the service in meeting its Government targets and provide a quality and cost efficient service to the community and customers.

### **KEY SERVICE ACCOUNTABILITIES:**

1. To process and determine a variety of planning and other related applications and make recommendations to Planning Committee when necessary.
2. To deal with interpersonal, telephone and written enquiries from members of the public, Elected Members, Planning and other professionals in respect of a variety of planning matters.
3. To prepare Statements relating to Planning Appeals and to represent the District Council at Public Inquiries, Informal Hearings and the Magistrates Court, as necessary.
4. Involvement with the preparation of planning guidance and policy statements as necessary.
5. Preparation of reports on aspects of planning control as necessary, including the investigation of breaches of planning control and any subsequent enforcement action when required.
6. To undertake such other duties as may be required within the Development Management Unit.

## **OTHER DUTIES:**

In order to deliver services effectively a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

## **HEALTH AND SAFETY:**

The Council has a Health and Safety Policy which outlines its responsibilities as an employer and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this Policy and comply with its content.

## **RISK MANAGEMENT:**

All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Head of Service or Senior Manager.

## **DATA PROTECTION:**

It is the responsibility of the post holder to ensure that the Section's requirements for compliance with the Data Protection legislation are met.

## **SINGLE EQUALITY SCHEME:**

The Council has a Single Equality Scheme which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Scheme.

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:**

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

Date: December 2018

## MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

**The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter**

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Qualifications and Experience:</b>	<ul style="list-style-type: none"> <li>• Good standard of education including English and Mathematics</li> <li>• Experience of Development Control/Management</li> <li>• Land use related Degree</li> <li>• Experience of team working</li> </ul>	<ul style="list-style-type: none"> <li>• Member of Royal Town Planning Institute</li> <li>• Experience of dealing with breaches of planning control</li> </ul>
<b>Knowledge and Expertise:</b>	<ul style="list-style-type: none"> <li>• Knowledge of Town and Country Planning Legislation, procedures, practice and precedents</li> </ul>	
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Competent in the use of Microsoft Word, Excel and Outlook</li> <li>• Able to communicate effectively, orally and in writing using plain English to convey clear messages</li> <li>• Able to prioritise/organise workload in line with specified timescales</li> <li>• Be able to communicate at all levels with tact and diplomacy</li> </ul>	
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Accuracy, reliability and patience</li> <li>• Customer focus</li> <li>• Ability to work to tight and sometimes conflicting deadlines</li> <li>• Able to work on own initiative and as part of a team</li> <li>• To be flexible to meet the demands of the service</li> <li>• Committed to equality of opportunity and understanding of diversity issues</li> <li>• To have an awareness of health &amp; safety</li> <li>• To have an awareness of risk management</li> </ul>	<ul style="list-style-type: none"> <li>• Personality and assurance to deal with difficult situations</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• Be able to travel extensively around the Mid Devon area</li> <li>• Full valid driving licence</li> </ul>	

**Date: December 2018**