

## JOB DESCRIPTION

<b>POST TITLE:</b>	<b>PRINCIPAL PLANNING OFFICER</b>
<b>POST NUMBER:</b>	<b>PD04</b>
<b>GRADE:</b>	<b>H</b>
<b>RESPONSIBLE TO:</b>	<b>AREA PLANNING OFFICER</b>
<b>RESPONSIBLE FOR:</b>	Processing and preparation of reports on planning and other applications, agreements, consultations and appeals and to assist in advisory and development control activities generally.
<b>LIAISON WITH:</b>	Colleagues within the Development Management Unit; other Council Officers generally; Members of the District Council; Officers of the County Council and adjoining District Councils; Statutory and non-statutory agencies; Parish and Town Councils; Developers and their Agents.

### **KEY CORPORATE ACCOUNTABILITIES:**

To participate in the provision of an effective and efficient Planning Service. To assist the service in meeting its Government targets and provide a quality service to its customers.

### **KEY SERVICE ACCOUNTABILITIES:**

1. To process and prepare reports on planning applications, Listed Building applications, applications for advertisement consent, consultations and notifications, Legal Agreements and provide advice where appropriate for Enforcement Reports in association with the Principal Enforcement Officer.
2. To ensure that planning and other applications/notifications and agreements comply with the requirements of the Town and Country Planning Acts and associated legislation and the Development Plan policies and to contribute to the review of such policies as and when necessary.
3. To provide advice to applicants, agents, developers and others on development control and enforcement matters and to process enquiries and applications swiftly and in a spirit of co-operation.
4. To carry out negotiations and consultations with developers, applicants and agents with regard to development and redevelopment whilst supporting a positive approach to achieving the Councils corporate aims and objectives.
5. To liaise with other units of the District Council and the County Council as necessary and other agencies in respect of consultations and requirements.
6. To arrange and attend as necessary site inspections and meetings in connection with planning and other applications, agreements etc.,
7. To prepare statements and proofs of evidence and written representations and to present evidence as necessary on behalf of the Council at Appeal Hearings and Inquiries.
8. To represent the Head of Planning and Regeneration Development Management Manager

or Area Team Leader as necessary, at meetings relating to development and enforcement matters.

9. To undertake such other duties as the Head of Planning and Regeneration Development Management Manager or Area Team Leader may from time to time require.
10. Make suggestions for improvements to systems and procedures, maximising the use and potential of IT for planning service delivery and continually improve electronic systems.
11. To supervise, advise and mentor more junior staff and assist ATLS in their support and their career development.
12. To assist the ATLS in signing off planning applications on a regular basis to assist with the day to day management of the Development Management Service.
13. Develop and maintain personal IT skills and awareness.

#### **OTHER DUTIES:**

In order to deliver services effectively, a degree of flexibility is needed and the postholder 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: June 2021**

**REQUIRED CPD:**

50 hours every 2 years to comply with requirements of the Royal Town Planning institute.  
Update courses on new amended/legislation every 12 months or as available/needed.  
Planning Practice and Planning Law related courses/seminars throughout year as available.  
Lone worker upon taking up post and refresh every 2 years.

## 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**

**PRINCIPAL PLANNING OFFICER**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications and Experience:</b>	<ul style="list-style-type: none"> <li>• Degree or Diploma in Town and Country Planning or a related discipline</li> <li>• Significant demonstrable experience in Development Control / Management</li> </ul>	<ul style="list-style-type: none"> <li>• Legal/procedural skills relevant to the post</li> <li>• Track record in forming working relationships with Elected members and Town/Parish Councils</li> <li>• Chartered Membership of the Royal Town Planning Institute</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>	<ul style="list-style-type: none"> <li>• Political awareness</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Effective negotiating skills</li> <li>• Good communication, interpersonal, diplomacy, presentation and report writing skills</li> <li>• Ability to balance quantity and quality of work</li> <li>• Capable of working under pressure and achieving deadlines</li> <li>• Computer literate and proficient in the use of Microsoft Office systems</li> <li>• Experience of team working</li> </ul>	
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Accuracy, reliability and patience</li> <li>• Customer focus</li> <li>• Be a team player</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>• To be mobile across the District.</li> </ul>	