

JOB DESCRIPTION

Planning Officer

Service area:	Development Services
Reports to:	Head of Development Services. Delegated responsibility to Principal Planning Officers
Responsible for:	N/A
Location:	Leek and Buxton
Work flexibly between ALL sites:	Yes
Grade:	AR7
Salary range:	£31,346 to £36,922 per annum
Car driver:	Yes
Essential/casual:	Essential

JOB PURPOSE

To participate in the delivery of a comprehensive and professional development control service across the Alliance, through competent, confident and timely processing of planning applications in line with the Council's Choice Values to ensure efficient, effective and positive service delivery.

To actively demonstrate a 'can do' attitude and commercially minded approach, to ensure efficient, effective and positive service delivery and customer service.

To work across the Alliance to ensure organisational and public service outcomes are maximised.

JOB DUTIES

To competently undertake all aspects of the planning application process, including pre applications, planning applications, interpretation of local and national policy, discharge of conditions, and 106 Obligations in accordance with the provisions of the Town and Country Planning Act and associated legislation and guidance.

Attend and report to committee and other Council meetings and where necessary participate as required in the planning reception/surgeries.

Negotiate, obtain, report on, and monitor planning obligations as required to meet the needs of the service.

Represent the Council as expert witness at public inquiries, informal hearings, and court proceedings, when required.

Prepare timely and accurate reports in accordance with statutory and local timescales, (in relation to both officer delegated decisions and matters heard by Planning Committee) and decision notices.

To respond in accordance with corporate timescales, to enquiries from members of the public, Town/Parish Councils, Councillors and Applicants/Agents on development services matters.

To actively support the Planning Enforcement Officers in the investigation, action and delivery of the planning enforcement service.

To implement a robust pre application advice process ensuring customer focus and business relationships exist with applicants and agents submitting such applications.

Carry out other such duties associated with the service area, which the Head of Service/Principal Officer may from to time require, to maintain the efficient and effective running of the service.

CORPORATE RESPONSIBILITIES

To comply with, and promote, both Councils' Equalities and Diversity Scheme ensuring that all discrimination is eliminated and referring any instances of perceived discrimination to the appropriate Executive Director.

To ensure confidentiality at all times in all matters relating to the work of both Councils.

To take every opportunity, where practicable and appropriate, to use information and communication technology to improve service delivery and efficiency.

To carry out the above duties and responsibilities in accordance with any training given, written arrangements for health and safety, and any safe systems of work identified by risk assessments.

To support the Council's commitment to good environmental Eco-management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.

To apply the principles of good Customer Care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and Elected Members.

To work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.

To adhere to all aspects of confidentiality and Data Protection in order to comply with the law. To observe both Council's policies and guidelines on the General Data Protection Regulations.

To adhere to and embrace the standards of behavior required under the Alliance Choice values and code of conduct.

To be committed to safeguarding and promoting the welfare of children and young people/vulnerable adults.

To be deployed to carry out election duties during the working day as required.

JOB REQUIREMENTS

Transport Requirements	Driving required for travel to Alliance locations
Working Patterns	Hours of work as agreed with the line manager. Some out of hours work may be required
Working Conditions	Office based with travel to Alliance locations / agile working (where applicable)
Resources Staff/Finance	
Physical	Working to planned priorities
DBS	No