

OLDHAM COUNCIL**JOB DESCRIPTION**

Job Title:	Planning Officer (Career Graded)		
Directorate:	Place	Division/Section:	Economy
Grade:	4 / 5 / 6 / 7	JE Reference:	Grade 7 = 11146 Grade 6 = 11147 Grade 5 = 11148 Grade 4 = 11149

Job Purpose

To be responsible for undertaking the full range of duties commensurate with the professional competence of a Planning Officer.

Career Grade Qualification Structure

Attainment of a particular grade is at Management discretion, dependent upon a candidate's education, qualifications and experience, and being a full chartered membership of the Royal Town Planning Institute.

Key Tasks**Grade 4**

- To act as case officer for small-scale householder planning applications and other application types. This will require site visits and professionally written recommendations made in a timely manner in order that statutory timescale set by Government are met.
- To assist the Technical Support team with the validation of planning applications and administration work associated with planning appeals.
- To support senior officers by undertaking site visits to investigate matters as required such as monitoring progress of developments, clarifying site specific matters, and validating alleged breaches of planning legislation.
- Deal effectively with enquiries by the public, councillors and other stakeholders, relating to such matters as the need for planning permission, how to inspect documents submitted with applications, and advice on how to participate in the planning process.
- To support the delivery of an effective, efficient, customer focussed pre-application advice service.
- To assist in maintaining the Planning Service's website to ensure that information is accurate, well presented, and in accordance with the Council's policies and corporate identity.

Grade 5

In addition to the requirements of Grade 4:

- To be responsible for undertaking a range of planning duties and to assist the Planning Officers within any of the service's teams.
- To process a caseload of planning applications from receipt to determination, within specified timescales, including undertaking site visits, negotiating with applicants, agents and developers and communicating with local residents, businesses and statutory consultees under the supervision of a Planning Officer / Senior Planning Officer
- To liaise as necessary with groups within the service, other departments of the Council and external bodies and agencies on planning and other related applications.
- To provide technical advice to customers on pre-application submissions, as appropriate to the grade and experience
- To contribute to achieving objectives and targets as set out in the Service Improvement Plan.
- To assist in ensuring that the services manual and computerised records and systems are effectively maintained
- To undertake and assist with such other duties as may be assigned from time to time including the performance of duties outside of normal working hours

Grade 6

In addition to the requirements of Grades 4 and 5:

- To prepare reports for the Planning Committee and other Committees of the Council as required.
- To prepare reports for and attend as necessary: Public Local Inquiries; Parish Council Committee meetings and meetings of other bodies and agencies.
- To handle delegated appeals against decisions taken by the Council as a local planning authority, including the preparation of written statements and the presentation of evidence at local hearings.
- Contribute to the formulation of local planning policy as part of the Statutory Development Plan/Local Development Framework process.
- To undertake a range of other planning related tasks such as the preparation of planning briefs; the production of design guidance; conservation character appraisals and the blue plaque scheme.

Grade 7

In addition to the requirements of Grades 4, 5 and 6:

- To lead on a wide variety of applications including those with complex or sensitive issues, minor and major applications;
- To deputise for Senior Planning Officers / Development Management Team Leader as and when required.

- To handle delegated appeals against decisions taken by the Council as a local planning authority, including the preparation of written statements and the presentation of evidence at Public Inquiries

Standard Duties:

1. To actively promote the equalities and diversity agenda in the workplace and in service delivery.
2. To uphold and implement policies and procedures of the Council, including customer care, data protection, finance, ICT, safeguarding and health & safety policies.
3. To actively engage with the behaviours and values of the Council to promote and support our Co-operative Agenda.
4. To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role.
5. Undertake any additional duties commensurate with the level of the post.

Contacts:

Contacts are members of the public, local businesses, other members of staff across Team Oldham, public and private sector agencies, voluntary and community sector, trade union representatives, elected members, MPs, MEP's, inspectors, developers, agents and many other external organisations.

Relationship To Other Posts In The Department:

Responsible to: Development Management Team Leader, and Senior Planning Officers

Responsible for: Grade 6 / 7 - Mentoring Junior members of the team

Special Conditions: The posts are subject to essential car user allowance

Values and Behaviours:

We have a clear set of values that outline how we do business. We share these Borough-wide with our residents, partners and businesses:

- **Fairness** - We will champion fairness and equality of opportunity and ensure working together brings mutual benefits and the greatest possible added value. We will enable everyone to be involved.
- **Openness** - We will be open and honest in our actions and communications. We will take decisions in a transparent way and at the most local level possible.
- **Responsibility** - We take responsibility for, and answer to our actions. We will encourage people to take responsibility for themselves and their actions. Mutual benefits go hand-in-hand with mutual obligations.
- **Working together** - We will work together and support each other in achieving common goals,

making sure the environment is in place for self-help.

- **Accountability** - We recognise and act upon the impact of our actions on others and hold ourselves accountable to our stakeholders.
- **Respect** - We recognise and welcome different views and treat each other with dignity and respect.
- **Democracy** - We believe and act within the principles of democracy and promote these across the borough.

Internally we've translated these values into five Co-operative behaviours which outline the priority areas of focus for staff at all levels.

- Work with a Resident Focus
- Support Local Leaders
- Committed to the Borough
- Take Ownership and Drive Change
- Deliver High Performance

More information around our Values and Behaviours can be found on our [Greater.Jobs](#) pages.

	DATE	NAME	POST TITLE
Prepared	April 2025	Martyn Leigh	Development Management Team Leader
Reviewed	April 2025	Peter Richards	Assistant Director of Planning, Transport & Housing Delivery
Reviewed			

OLDHAM COUNCIL**PERSON SPECIFICATION**
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Job Title: Planning Officer - Grade 4

	Selection criteria (Essential)	Selection criteria (Desirable)	How Assessed
Education & Qualifications	A degree in a relevant subject.		AF
	A willingness to work towards completing an RTPI accredited Masters degree.		AF
Experience	Experience of engagement with the general public and providing a customer service.		AF / I
Skills & Abilities	Ability to operate with own initiative and be organised to efficiently manage competing priorities.		AF / I
	Demonstrate high levels of care, accuracy, confidentiality and/or security when handling information.		AF / I
	Ability to use Microsoft office applications including word, Excel, outlook and PowerPoint.		AF / I
	Ability to understand the need for and be committed to equalities and diversity and customer care		AF / I
Knowledge	Knowledge of the planning process, planning legislation, government advice and policy, and awareness of general issues facing the planning profession at national and local levels.	Knowledge of development management processes and of exercising considered judgement in the provision of recommendations.	AF / I
		Knowledge of the role of sustainability, design and other material planning considerations.	AF / I
Work Circumstances	Be willing and able to work outside standard office hours.	Hold a current driving licence and to have a vehicle available for use at all times	I
	Willingness to take on additional learning and further development.		I
	Ability to attend site visits in all areas of the borough.		I

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PERSON SPECIFICATION (in addition to those at Grade 4)**Job Title: Planning Officer - Grade 5**

	Selection criteria (Essential)	Selection criteria (Desirable)	How Assessed
Education & Qualifications	RTPI-accredited Masters Degree.		AF
Experience	Experience of working within a high performing team.	Experience of working within a local planning authority planning department.	AF / I
Skills & Abilities	Ability to interpret plans and technical information. Ability to write clear concise reports and correspondence Ability to utilise time effectively, and prioritise workloads. Ability to communicate effectively in person, verbally and in writing in a clear, polite and informative manner. Developed communication skills with the ability to negotiate and mediate with professionals, clients and the public Ability to use Microsoft office applications including word, Excel, outlook and PowerPoint. Ability to understand the need for and be committed to equalities and diversity and customer care Developed communication skills with the ability to negotiate and mediate with professionals, clients and the public.	Working knowledge of GIS and specialist planning software (IDOX)	AF / I AF / I AF / I AF / I AF / I
Knowledge	Knowledge of the planning process, planning legislation, government advice and policy, and awareness of general issues facing the planning profession at national and local levels.		AF / I

	Knowledge of the development management process and of exercising considered judgement in the provision of recommendations.		AF / I
	Knowledge of the role of sustainability, design and other important planning considerations.		AF / I
Work Circumstances	Be willing and able to work outside standard office hours.	Hold a current driving licence and to have a vehicle available for use at all times	I
	Willingness to take on additional learning and further development.		I
	Ability to attend site visits in all areas of the borough.		I

OLDHAM COUNCIL
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PERSON SPECIFICATION (in addition to those at Grade 5)**Job Title: Planning Officer - Grade 6**

	Selection criteria (Essential)	Selection criteria (Desirable)	How Assessed
Education & Qualifications	RTPI-accredited Masters Degree.		AF
Experience	Experience of working within a local planning authority planning department, or within private planning practice. Experience of working within a high performing team achieving targets. Experience of engagement with the general public and providing a customer service. Experience of managing and prioritising workload within a complex and demanding environment. Experience of writing clear concise reports and correspondence Ability to use Microsoft office applications including word, Excel, outlook and PowerPoint. Ability to understand the need for and be committed to equalities and diversity and customer care Developed communication skills with the ability to negotiate and mediate with professionals, clients and the public		AF / I AF / I AF / I AF / I AF / I AF / I AF / I AF / I
Skills & Abilities	Ability to interpret plans and technical information. Ability to write clear concise reports and correspondence Ability to operate with own initiative and be organised to efficiently manage competing priorities.		AF / I AF / I AF / I

	Ability to communicate effectively in person, verbally and in writing in a clear, polite and informative manner.		
	Excellent verbal and written communication skills with an ability to explain complex information clearly and concisely in a manner appropriate to the audience.		AF / I
	Ability to use Microsoft office applications including word, Excel, outlook and PowerPoint.		AF / I
	Ability to understand the need for and be committed to equalities and diversity and customer care		AF / I
	Developed communication skills with the ability to negotiate and mediate with professionals, clients and the public.		AF / I
	Demonstrate high levels of care, accuracy, confidentiality and/or security when handling information.		AF / I
	Ability to building working relationships with all stakeholders across the Council, with external agencies and the public.		AF / I
	Proven ability to work effectively within a team.		AF / I
Knowledge	Ability to operate successfully within political, corporate policy and financial constraints.		AF / I
	Knowledge of the planning process, planning legislation, government advice and policy, and awareness of general issues facing the planning profession at national and local levels.		AF / I
	Knowledge of the development management process and of exercising considered judgement in the provision of recommendations.		AF / I
	Knowledge of the role of sustainability, design and other important material planning considerations.		AF / I

Work Circumstances	Be willing and able to work outside standard office hours.	Hold a current driving licence and to have a vehicle available for use at all times	I
	Willingness to take on additional learning and further development.		I
	Ability to attend site visits in all areas of the borough.		I

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	involving large scale development and those where complex issues have arisen.		
Skills & Abilities	Ability to operate with own initiative and be organised to efficiently manage competing priorities. Developed communication skills with the ability to negotiate and mediate with professionals, clients and the public. Excellent verbal and written communication skills with an ability to explain complex information clearly and concisely in a manner appropriate to the audience. Demonstrate high levels of care, accuracy, confidentiality and/or security when handling information. Ability to building working relationships with all stakeholders across the Council, with external agencies and the public. Proven ability to work effectively within a team. Ability to operate successfully within political, corporate policy and financial constraints. Ability to be proactive in finding solutions to problems that arise.		AF / I AF / I AF / I AF / I AF / I AF / I AF / I
Knowledge	Knowledge of the planning process, planning legislation, government advice and policy and awareness of general issues facing the planning profession at national and local levels. Knowledge of development management process and of exercising considered judgement in the provision of advice/recommendations. Understanding the role of sustainability, design and other important planning considerations.		AF / I AF / I AF / I

Work Circumstances	Be willing and able to work outside standard office hours.	Hold a current driving licence and to have a vehicle available for use at all times	I
	Willingness to take on additional learning and further development.		I
	Ability to attend site visits in all areas of the borough.		I

Abbreviations: AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

NB. - Any candidate that meets the criteria of our Guaranteed Assessment Scheme and meets the essential criteria of the role, will be guaranteed the first stage of assessment (whether that is an interview or another assessment, as appropriate).

Our Guaranteed Assessment Scheme supports candidates with disabilities, those who are aged 24 or under and have previously been in or currently in care, those that are carers, and those who have served in the Armed Forces as a regular, reserve or cadet.