

Job Profile and Working for Stockport



Stockport

to keep the people of Stockport at the heart of what we do.

Team

to succeed as a team, collaborating with colleagues and partners.

Ambition

to drive things forward with ambition, creativity and confidence.

Respect

to value and respect our colleagues, partners and customers.

Our Council

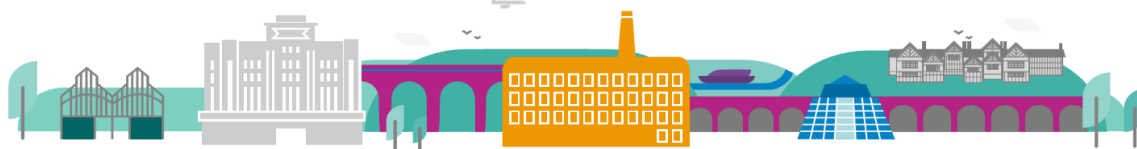
Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>



About the Job

Role:	Associate Planning Officer
Service Area:	Planning – Development Management
Directorate:	Services to Place
Salary Grade:	Grade SO3

Main Purpose of the Job

To provide technical and professional information, support, advice and recommendations in respect of the Council's development management functions commensurate with the grade.

Key Responsibilities

- Manage and prioritise a development management caseload of applications, correspondence, appeals and pre-application enquiries, commensurate with the grade ('Minor', 'Other' and 'Small Scale Major') in accordance with national and local performance targets.
- Undertake and verify the technical processing of development applications in accordance with legislative requirements, Council policy and procedures.
- Ensure all consultations, advertisements and notifications (statutory and non-statutory) are carried out in respect of development applications.
- Ensure all relevant information is sought, obtained, recorded, analysed and considered as part of the determination of development applications.
- Ensure that all relevant information received is correctly recorded into the Council's planning data base and made public where appropriate in accordance with the Council's statutory duty, policies and procedures.
- Examine and assess development applications, carrying out site inspections, where necessary, and provide a report and recommendation on each application, taking account of all material considerations applying technical expertise and planning judgment. Provide draft conditions and reasons in accordance with the Council's policies and procedures and where appropriate formulate written instruction to secure necessary legal agreements necessary for the grant of planning permission.
- Lead on negotiations for non-complex legal agreements.
- Provide information and advice to the public when appropriate, undertake discussions and negotiations with officers from other Council departments, agents, applicants, third parties and Council Members, in respect of enquiries.



- Provide guidance and support to the administrative, technical and professional aspects of the work undertaken by business support staff within the area of responsibility.
- Provide advice, support and recommendations to the appropriate enforcement officer with regard to complaints and breaches of planning control, in order to ensure compliance with the Council's decisions, policies and procedures.
- Process and provide statements for planning appeals including attending Public Inquiries and representing the Council
- Liaise and consult as appropriate with other officers, and organisations and bodies in order to process and determine development management enquiries, applications and appeals in accordance with council policies and procedures.
- Contribute to the preparation of publicity material, design briefs, policies and supplementary guidance notes guidelines in relation to development management functions, taking part in specific task groups as necessary.
- Maintain professional competence in the field of Town Planning sufficient to undertake all aspects of the post actively working towards chartered membership of the Royal Town Planning Institute.
- Contribute to and work collaboratively to deliver the key aims and objectives of the Council and be an active member of the service.
- Work flexibly, undertaking any other tasks appropriate to the grade and post.
- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

Additional Information

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant



changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Working to the Council's values and behaviours by:
 - Keeping the people of **Stockport** at the heart of what we do
 - Succeeding as a **team**, collaborating with colleagues and partners
 - Driving things forward with **ambition**, creativity and confidence
 - Showing value and **respect** to our colleagues, partners and customers.
- Educated to Planning Degree Level or equivalent
- Relevant Qualification in Planning or related subject
- Be a Member of or actively working towards Chartered Membership of the Royal Town Planning Institute
- Ability to prioritise workload and work independently with the minimum supervision
- Able to work as member of a team effectively
- Ability to write clearly and concisely
- Ability to communicate effectively with residents and other key stakeholders adapting communication style appropriately/
- Able to use various computer packages for email, databases, and spreadsheets
- Possess analytical skills
- Training in aspects of information technology relevant to the role.
- Experience in planning office or relevant field, dealing with a varied and complex caseload of planning applications and related work
- Experience in planning office or relevant field, dealing with a varied and complex appeals, including Public Inquiries (desirable but not essential)
- Experience of attending and presenting at committees
- Experience of attending / represents team at meetings with partners external to the Council
- Experience of site inspections
- Experience of preparation of statements, plans or evidence
- Ability to vet and verify planning applications accurately for validation (desirable but not essential)
- Ability to interpret scaled drawings
- Possession of a valid driving licence and use of a car for work.