

## 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

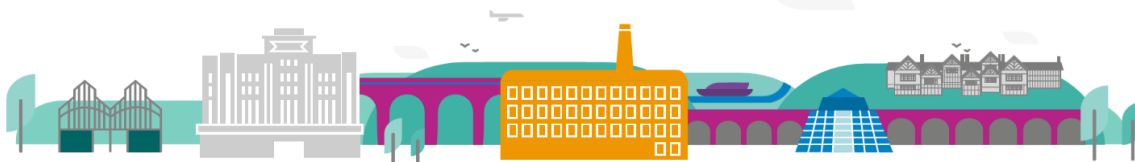
Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

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

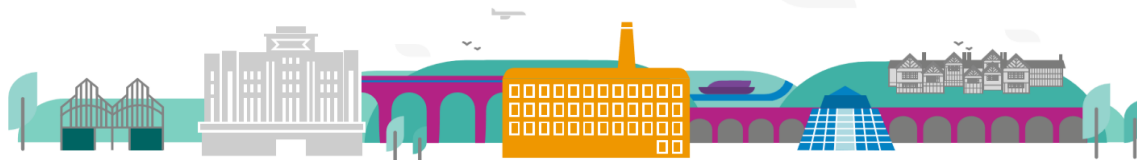
<b>Role:</b>	<b>Planning Officer</b>
<b>Service Area:</b>	Planning – Development Management
<b>Directorate:</b>	Services to Place
<b>Salary Grade:</b>	MB4

### Main Purpose of the Job

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

### Key Responsibilities

- Manage and prioritise a development management caseload of correspondence, applications, appeals and pre-application enquiries 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. Provide draft conditions and reasons in accordance with the Council's policies and procedures.
- Provide information and advice to the public and media 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 on and supervision of the administrative, technical and professional aspects of the work undertaken by clerical and technical staff within the area of responsibility, including reviewing recommendations on applications to be considered by Committee or to be signed off.
- Ensure that decisions, conditions and reasons accurately reflect the Council's resolution or, if taken under delegated powers, are in accordance with the Council's policies and procedures
- 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 expert planning evidence and/or statements for planning appeals dealt with by written representation, informal hearing and public inquiries and for court appearances.
- Liaise and consult as appropriate with other officers, and organisations and bodies in order to process and determine development control enquiries, applications and appeals in accordance with a Development Team Approach.
- 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.
- Attend the appropriate Council committee meetings (including an appropriate area committee, which is currently held on a weekday evening) in order to give advice and recommendations on development management issues affecting the area.
- Where appropriate, attend public inquiries, public meetings and Council meetings, giving evidence, information and advice.
- Maintain professional competence in the field of Town Planning sufficient to undertake all aspects of the post.
- 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**

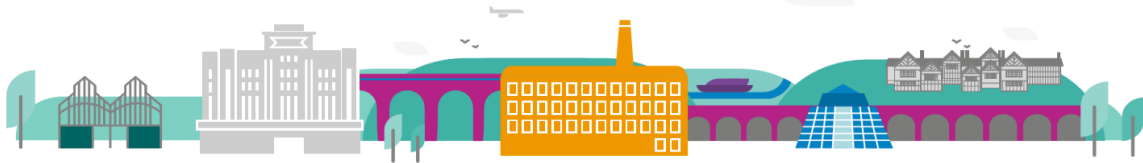
The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs 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.
- Degree in Town Planning, or educated to degree level with post graduate planning qualification
- Chartered Membership of the Royal Town Planning Institute (or working towards it)
- Experience of dealing with a varied caseload of planning application types.
- Experience of managing conflicting demands and an ability to prioritise and stay calm under pressure to ensure the correct recommendations are made in a timely manner in accordance with national and local performance targets.



- Experience of presenting to an audience is desirable but not essential.
- Knowledge and use of a planning application database [e.g. Uniform, Plantech Acolaid etc].
- Experience of political issues in the context of development control and the ability to deal appropriately with them.
- Use of appropriate computer packages [e.g. Microsoft Windows, Word, Outlook etc].
- The ability to write clear, concise reports.
- An up-to-date knowledge of legislation relevant to Development Management and the Planning System.
- The ability to understand and interpret plans and drawings.
- The ability to understand and interpret reports submitted with planning applications [e.g. Planning and Regeneration Statements].
- The ability to negotiate and influence to achieve outcomes in the public interest and in accordance with adopted policies.
- A detailed knowledge of the planning system and its purpose.
- Holds a valid driving licence for use in the UK and has use of a car for work
- Understands and actively supports Stockport Councils diversity and equality policy.
- A willingness to be flexible in a changing environment