**Job Description and Person Specification Profile**

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| **Job Title** | Planning Officer (Development Management) |
| **Job ID** | I10 |
| **Service** | Planning and Transportation |
| **Grade** | H+ |
| **Reporting to** | Principal Planning Officer |

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| **The Role** |
| **Main Duties and Responsibilities include:**  1. To support the delivery of an effective and efficient, customer-focused planning service which says yes to good development openly and quickly with a focus on minor and some major planning applications.  2. To provide professional planning advice, guidance and recommendations in a timely manner in line with legislation, planning policy, guidance and procedures.  3. To assist with the continual improvement, change in working practices and income generation so as to deliver lean and effective services to customers.  4. To provide guidance and assistance as required to support Assistant Planning Officers and colleagues within the Development Management service.  5. Involvement, as required, with special projects concerned with preservation, conservation and environmental improvements.  The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.  The main activities and responsibilities for this role to support the delivery of an effective, efficient and customer-focused planning service are as follows:  1. To act as case officer and manage a caseload of mainly minor and some major category planning applications through all stages of the planning process. This will require recommendations and decisions to be made in a timely and professional manner which meets the necessary statutory, departmental or other performance targets as may be agreed.  2. To write clear and professional delegated officer reports for assessment by senior officers. Where required in accordance with the Council’s Scheme of Delegation and Terms of Reference prepare reports of recommendation for Speakers Panel (Planning) and Strategic Planning and Capital Monitoring Panel  3. To process, monitor and manage planning appeals in accordance with the relevant legislation, guidance and procedures, and to assist both junior and senior officers with appeals where required.  4. To support the delivery of an effective, efficient, customer-focused pre-application advice service to ensure that requests are acknowledged and responded to in a timely manner.  5. Deal effectively with enquiries made in person by the public relating to such matters as the need for planning permission, give assistance when the public inspect planning applications, advice on how to participate in the planning process, advice upon the accurate completion of planning applications and how to make representations.  6. To undertake site visits which assist the Planning Service in undertaking monitoring work including in respect of planning conditions and S106 legal agreements and ensuring that records and systems are kept up to date with the necessary information.  7. Where required, to assist with the production of accurate and regular monitoring and statistical reports using the Planning Service IT systems and to complete quarterly statistical returns for the Department of Communities and Local Government.  8. To support and assist with e-Planning and use of automated systems to help deliver an effective, efficient and customer-focused Planning service, and assist in maintaining the Planning Service website content.  9. To prepare PowerPoint presentations for, and support the presentation of, reports taken to Speakers Panel (Planning) or Strategic Planning and Capital Panel.  10. To assist in the preparation, implementation and monitoring of the Unitary Development Plan and Local Development Framework and the formulation of Supplementary Planning Guidance and related policies  11. To assist in the preservation and conservation of designated heritage assets.  12. To carry out such other duties as may be directed by the Head of Planning and Transportation.  13. To comply with Health and Safety legislation and the Council’s policies.  14. To comply with the Council’s policies and regulations. |

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| **About You** |
| **Your essential qualifications**   * A levels or equivalent * Degree in Town Planning or a closely related subject, or actively working towards obtaining such a degree.   **Your essential skills, knowledge and experience**   * Experience in analysing and reviewing plans and technical documents * Experience of working as part of a small, dedicated team that successfully addresses challenging issues and deadlines * Knowledge of Town and Country Planning legislation and regulations * The ability to apply professional knowledge and judgement in assessing applications for planning permission of a basic or minor nature. * The ability to effectively and efficiently manage work and meet competing deadlines and priorities * Excellent communication and interpersonal skills with the ability to clearly and accurately convey information both verbally and in writing. * Excellent organisational skills * Excellent IT skills with advanced knowledge of Microsoft Word, Excel and PowerPoint and ability to use GIS to store, retrieve and analyse data. * Confidence and ability to apply IT skills in an innovative manner in order to secure solutions to defined problems. * Demonstrate high levels of care, accuracy, confidentiality and/or security when handling information. * Ability to provide support and assistance to range of customers, sometimes in challenging situations * Ability to read, understand and interpret complex plans and technical documents * Working knowledge of specialist planning software (preferably Idox) * Ability to operate with own initiative, with minimum supervision, and to work effectively as part of a team. * Ability to work under pressure and to meet associated deadlines * Flexible approach to work and willingness to support change and innovation * Commitment to excellent customer service * Commitment to equal opportunities * Able to attend site visits in all areas of the Borough   **If you have the following skills, knowledge, experience or qualifications – then that’s great!**   * Experience of working in a Development Management role within a Local Planning Authority or private practice. * Diploma or Masters in Town Planning * Eligibility for or existing Member of the Royal Chartered Planning Institute (RTPI) * Understanding of the roles of elected Members |

**Our employees’ skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

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| **What can you expect from us?**   * A fair salary and benefits * Opportunities for good health and wellbeing * Help you to grow, develop and to do your best * Enable you to be creative and innovative * Fully involve you in changes that affect you and your work * Listen, and act on your ideas and feedback   **Working together, we are proud to work for Tameside** |

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

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