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| New RDC Logo colour.JPG | Job Description and Person Specification |

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| **Job Title** | Planning Officer |
| **Department** | Planning and Regulatory Services |
| **Reporting to** | Planning and Development Manager |
| **Grade** | 6 |

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| **Job Purpose** |
| The Planning Officer is an active member of the Planning Service primarily undertaking development management responsibilities and advising elected members on all aspects of the planning process.  |
| **Job Context** |
| The Planning service covers Development Management, Planning Enforcement, Planning Policy, Tree Protection, Building Conservation and Heritage Management. The role of the service is to provide a positive approach to managing development and change in the District to support economic growth, meet the needs of communities and to protect the special landscape and environmental qualities of Ryedale.The service delivers against statutory requirements. It is also integral to the delivery of the economic growth, housing and environmental ambitions of the Council and its partners.The service provides specialist advice and guidance to other council service areas, elected members, external partners and citizens of Ryedale. |
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| **Operational Duties*** Dealing with householder and minor applications for planning permission and Listed Building Consent and pre-application enquiries
* Undertaking a detailed assessment of applications; meeting applicants or their agents to discuss applications or draft proposals and providing advice in respect of the Council’s policies; undertaking negotiations to ensure schemes accord with policy
* Preparation of delegated reports and reports to planning committee with clear and justified recommendations
* Preparation of appeal statements
* To attend Planning Committee to present own reports/recommendations
* To adhere to all corporate and service based policies, including GDPR , Health and Safety and equal opportunities
* Positively demonstrate awareness and support to the Council’s responsibility to safeguard and promote the welfare of children and young people and to protect adults at risk
* Undertake specific projects and any other duties assigned by the Planning and Development Manager or the Head of Planning and Regulatory Services, including planning policy review
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| **Creativity and Innovation*** Driving continuous improvement of services within the post holder’s work area with the ability to quickly evolve and adapt to new ways of working in response to changing priorities, procedures or legislation
* Work positively and proactively with applicants and agents to identify design and other solutions to help make proposals acceptable
* Contributing to the preparation of internal development management procedure notes; a review of standard conditions and where relevant, a review of the Scheme of Delegation
* Assist in the preparation of Development Briefs as a tool to bring sites forward for development
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| **Contacts and Relationships*** Foster and maintain productive working relationships with colleagues across the organisation
* Provide specialist advice to elected members on the planning process and legislative framework and to work to build and maintain the trust of elected members
* Work closely with planning agents, consultees and applicants in providing a responsive and positive planning service
* Provide advice/guidance to communities and citizens
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| **Project and Programme Management*** Understand and work to ensure key performance indicators and planning service targets are met
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| **Information Management and Performance Reporting** |
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* Ensuring the maintenance of appropriate planning application records
* To respect the confidential nature of some of the work of the service

NB The above list of duties is neither exclusive nor exhaustive. The post holder will be expected to undertake other duties commensurate with the responsibility level of this post.

**Requirements of the Post**

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|  | **Essential** | **Desirable** |
| **Qualifications / Training** | * Educated to degree level or equivalent in Planning or a relevant related subject.
* Commitment to and evidence of continuing professional development.
 | Working towards membership of the Royal Town Planning Institute |
| **Knowledge** | * Knowledge and understanding of planning legislation, regulations, policy and practice
* Knowledge and understanding of social, economic and environmental issues facing rural areas and market towns
* Knowledgeable and competent in the use of IT systems
* Awareness, knowledge and adherence to Information Governance/Data Protection principles
* Awareness and knowledge and commitment to Equality and Diversity and Health and Safety legislation and of safeguarding responsibilities
 | Knowledge and understanding of local government and of the areas of responsibility. |
| **Experience** | * Dealing with planning applications and development management work with increasing independence of judgement
* Experience of managing conflict and expectations of a range of stakeholders
 | Experience of working in Development Management for a Local Planning AuthorityPresenting reports and recommendations to the Planning CommitteeDefending decisions in appeal situations  |
| **Occupational Skills** | * Good planning judgement
* Ability to plan, project manage and prioritise workload to meet deadlines and to manage changing and conflicting priorities as necessary
* Ability to seek, evaluate and organise information to aid decision making.
* Confidence to take decisions appropriate to own level of responsibility and authority
* Ability to share and exchange information to solve problems and make decisions
* Ability to create and maintain constructive working relationships.
* Influences attitudes and opinions positively, using prepared and reasoned argument
* Shares information and knowledge and makes time to support team members
* Creative and innovative in achieving objectives
* Works to avoid a ‘blame culture’
* Takes ownership of customer issues and ensures they are resolved
* Interpersonal skills required to communicate effectively, confidently and professionally with customers
* Remains calm and objective in stressful situations
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| **Other** | * Ability to travel across the District
* Highest professional integrity, reliable and open
* Takes a personal responsibility for making things happen.
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