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

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| **Job Title** | Senior Planning Officer |
| **Department** | Planning and Regulatory Services |
| **Reporting to** | Planning and Development Manager |
| **Grade** | 8 |

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| **Job Purpose** |
| The Senior Planning Officer is an active member of the Planning Service primarily undertaking development management and/or planning policy 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 and Landscape 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 (when working primarily in Development Management)*** Dealing with applications for planning permission from developers, members of the public and their agents, including more complex schemes and/or major developments
* 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 appeal statements, responses to appellants statements, proofs of evidence and attendance at Public Inquiries and hearings as the Local Planning Authority’s planning witness
* Preparation of delegated reports and reports to planning committee
* To negotiate necessary developer contributions in line with council policies through Section 106 legal agreements
* To attend Planning Committee, Working Parties, or other relevant meetings to present reports/recommendations and represent the service
* Providing pre-application advice to agents, architects, developers and applicants on all forms of planning proposals
* 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

**Operational Duties (when working primarily in planning policy)*** Lead the preparation and review of specific planning policy documents, including the Development Plan ( in terms of timescales, content , statutory processes and public engagement)
* Maintain up to date social, economic and environmental data and plan-making evidence
* Ensure effective planning policy input into the development management process
* Represent the Council’s interests in responding to the strategic plans and policies prepared by others
* Ensure co-ordination between planning policy development and other relevant Council strategies and projects
* Lead and co-ordinate research, collection and analysis of data to inform the Annual Monitoring report and data returns to Government
* Produce Infrastructure Funding Statements
* Attend and actively participate in Examinations in Public and planning appeals
* Prepare and present planning policy reports to Committee and support the work of the Local Plan Working Party
* 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 development management casework

**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 or leading on service improvements including for example: the preparation of internal development management procedure notes; a review of standard conditions: a review of the Scheme of Delegation; consultation and engagement; monitoring ,collation and use of data; Mapping
* Lead and/or contribute to the production of development briefs and design guidance 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
* To coach and train junior members of staff
* Provide advice and guidance to Technical Support Team colleagues
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| **Project and Programme Management*** Understand and work to ensure key performance indicators and planning service targets are met
* Assist with the allocation of work within the team
* To assist with the co-ordination and direction of day to day activities
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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 subject.
* Commitment to and evidence of continuing professional development.
* Eligibility for membership of the Royal Town Planning Institute
 | * Membership of the Royal Town Planning Institute.
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| **Knowledge** | * Excellent knowledge of planning legislation, regulations, policy and practice
* Excellent knowledge and understanding of social, economic and environmental issues facing rural areas and market towns
* Knowledgeable and competent in the use of IT systems
* Sound awareness, knowledge and adherence to Information Governance/Data Protection principles
* Good awareness and knowledge and commitment to Equality and Diversity and Health and Safety legislation and of safeguarding responsibilities
* Understands the diverse requirements of different stakeholder/ customer groups
 | * Knowledge and understanding of local government and of the areas of responsibility.
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| **Experience****(When working primarily in Development management)****Experience (when working primarily in planning policy)** | * Experience of managing a complex and high volume planning caseload
* Good experience of leading planning negotiations
* Experience of managing conflict and expectations of a range of stakeholders
* Presenting reports and recommendations to the Planning Committee
* Defending decisions in appeal situations
* Preparing and monitoring planning policy documents, including Development Plans and supporting evidence documents
* Experience of managing conflict and expectations of a range of stakeholders
* Presenting reports and recommendations to Committee
* Defending/Promoting draft policy at an Examination in public and defending decisions in appeal situations
 | * Experience of working in a Development Management team in a coaching or supervisory role
* Experience of dealing with a range of types of major planning applications
* Experience of working in Development Management for a Local Planning Authority
* Experience of working in a planning policy team in a coaching or supervisory role
* Experience of working in planning policy for a Local Planning Authority
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| **Occupational Skills** | * Sound and highly refined 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
* Remains calm and objective in stressful situations
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| **Other** | * Ability to travel across the District
* Ability to attend meetings outside of normal business hours and to attend evening meetings.
* Highest professional integrity, reliable and open
* Takes a personal responsibility for making things happen.
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