

# Job Description



South  
Cambridgeshire  
District Council

Department	Location
Development Control	Cambourne

Job Title	Post Numbers
Planning Officer	Various

Grade	Salary Range
4	SCP 20-25

Responsible To	Responsible For
Development Control Team Leader and Other Senior Officers	

Health Considerations/Risk/Surveillance Required
Carrying out site visits, normally unaccompanied. VDU Habitual user.

## Description Of Duties And Responsibilities

### Key Result Areas/Overview

To provide professional advice regarding a range of planning matters associated with development control including pre-application enquiries. To assist the Team Leader, the Principal Planning Officers and the Senior Planning Officers within the team. To process all planning applications assigned to the postholder in an efficient and time effective way in accordance with the Development Control Business Plan, as amended from time to time. This post will, generally speaking, be responsible for householder applications but the postholder will also be responsible for more complex applications when required. It is also necessary to ensure that householder applications assigned to him/her are determined in accordance with the targets set out in the Development Control Business Plan and to contribute effectively to the team's achievement of the effective and speedy processing of all applications taking full account of all policies and other environmental standards which we have regard to. Monitoring of decisions, appeals, enforcement and offering planning advice generally is also part of this job.

### Dimensions of the Job

This professional position is that of a planning officer within a Development Control Area Team covering one of two district areas, comprising approximately 50 Parishes and a population of 66,000 people dealing with, per annum, approximately 1200 applications, numerous appeals, enquiries and other related duties.

### Key Contacts/Communication Links

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## Internal

- Director, Planning and New Communities
- Development Control Manager
- Development Control Team Leader
- Planning Policy
- Conservation, Trees & Landscape and Ecology
- Planning Enforcement
- Environmental Health
- Building Control
- Legal
- All Members of the Council.

## External

All external consultees, both statutory and non-statutory, involved in the planning process.  
Applicants and their agents.

Local people and local groups commenting on applications and those seeking planning advice.

## Key Responsibilities/Specific Duties

1. Responsible to the Area Planning Officer, and other Senior Officers, for the determination of planning applications (including associated listed building and conservation area consent applications), answering pre-application enquiries in accordance with the Council's delegation policies, the Development Plan and all relevant environmental safeguards. The post is generally responsible for minor and householder applications, but also more complex applications as and when required. To strike the appropriate balance between professional standards and speed and efficiency and conform to the Development Control Business Plan for determining planning applications.
2. Carry out negotiations, including informal advice and pre- and post-submission negotiations, formulation of reports and recommendations and issue of decisions in respect of applications allocated to you and thereafter monitor implementation of decisions, including discharge of conditions and referral for enforcement action.
3. Ensure applications that are submitted for registration are valid including the correct fee, and that statutory and public consultation is implemented in accordance with legislation and the Council's adopted policy so that decisions and recommendations are made taking into account all relevant issues.
4. Advise Council colleagues, Members of Planning Committee (including through presentation at Committee) and other District members on appropriate courses of action to secure decisions which accord with legislation, Government and Council policies and which take into account any relevant representations.
5. Ensure that all other development control related activities including giving advice and information to the public and the development industry is handled in a consistent, cost effective and efficient manner in accordance with any Council guidelines and policies.

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6. To assist the Area Planning Officer and other Senior Officers in taking appropriate action following Members' decisions at Planning Committee, including the issuing of decision notices.
7. At critical stages in the preparation or revision of the Local Plan to assist Local Plan Officers in drawing up policies, including policies for villages that you have knowledge of.
8. The preparation of appeal statements for appeals by Written Representations.
9. The postholder's responsibility for all correspondence, decision notices etc continues until the relevant documents are issued – therefore ensuring that they are typed speedily and well is part of this role.

## **Standard Clauses All Job Descriptions**

To work in an internal and external customer related way in accordance with adopted procedures and good practice.

To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.

To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Raised (Date) \_\_\_\_\_

Signature of Director/Chief Officer \_\_\_\_\_

Signature of Manager \_\_\_\_\_

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Signature of Postholder \_\_\_\_\_