



# West Northamptonshire Council

---

## JOB DESCRIPTION

---

<b>Job title:</b>	<b>Planning Officer</b>
<b>Location:</b>	<b>The Guildhall, Northampton</b>
<b>Grade:</b>	<b>Grade 6</b>
<b>Salary:</b>	<b>£30,229 to £34,474</b>
<b>Division:</b>	<b>Place and Economy</b>
<b>Section:</b>	<b>Development Management</b>
<b>Team:</b>	<b>Development Management</b>
<b>Responsible to:</b>	<b>Development Management Team Leader and Principal Planning Officers</b>
<b>Directly responsible for:</b>	<b>N/A</b>
<b>Total budgetary responsibility:</b>	<b>None</b>

---

## JOB PURPOSE

---

To be responsible for the processing of Development Management matters including the handling of pre-application advice, planning applications and appeals, discharge of planning conditions, enquiries and negotiations with applicants, agents and other interested parties.

---

## KEY RESULT AREAS

---

- To assess a varied case load of planning, advertisement, Listed Building consent, and discharge of conditions applications, including the provision of pre-application guidance. To prepare reports for submission to the Development Management Team Leader and Planning Committee decisions.

- Liaison / meetings and providing advice and guidance to customers on planning-related matters. Provision of advice to and response to requests of elected Members of Council.
- To take a positive approach to pre-application enquiries and provide advice in accordance with the Council's policy on pre-application advice.
- Assist Planning Enforcement service in the investigation and resolution of breaches of planning control.
- To be pro-active in the delivery of a customer-focused service, and support the Development Manager, Team Leader and Principal Officers over proposed and anticipated changes that may be required to practice and procedure.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of you and other persons, and to comply with policies and procedures relating to health and safety within the Council.
- Demonstrate a clear commitment to equality / diversity in both the delivery of services and to colleagues. Demonstrate awareness / understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
- To carry out any other duties which fall within the broad spirit, scope, levels and purpose of this job description.
- To participate in any relevant training for the duties of this post and to achieve the key objectives of the Council.

*Note: Job Descriptions will be subject to review and possible change on an annual basis, subject to corporate priorities.*

---

## **PEOPLE AND RESOURCES**

---

The job holder has no responsibility for people or resources.

The job holder reports directly to a Principal Planning Officer, and indirectly to the Team Leader and Development Manager.

---

## **JOB DEMANDS**

---

This job entails the following demands:

- managing and negotiating a varied caseload of development applications and pre-applications including general enquiries;

- commitment and perseverance to complete work to a high standard to meet established performance indicators, statutory requirements and committee deadlines;
- positive partnership approach and belief in effective consultation and liaison;
- being customer focused.

## PERSON SPECIFICATION

	Essential/Desirable?		Methods of Assessment			
	E	D	Application Form	References	Interview	Other
<b>KNOWLEDGE</b>						
Degree in town planning or related subject	<b>X</b>		<b>X</b>			
Post graduate RTPI accredited planning qualification or similar		<b>X</b>	<b>X</b>			
Chartered Membership of the RTPI		<b>X</b>	<b>X</b>			
Further specialist qualification in a related discipline e.g. Urban Design		<b>X</b>	<b>X</b>		<b>X</b>	
Post-graduate experience working within a local planning authority Development Management service or relevant consultancy experience dealing with the full range of applications		<b>X</b>	<b>X</b>		<b>X</b>	
Experience of acting as witness at public inquiry and / or hearing		<b>X</b>	<b>X</b>		<b>X</b>	
Undertaken CPD to keep up to date with Planning issues	<b>X</b>					
Experience of presenting planning applications to Planning Committee		<b>X</b>	<b>X</b>		<b>X</b>	

<b>SKILLS</b>	E	D	Application Form	References	Interview	Other
Good interpersonal skills	<b>X</b>		<b>X</b>		<b>X</b>	
Good Communication skills (verbal and written)	<b>X</b>		<b>X</b>		<b>X</b>	
Good networking skills – ability to develop good working relationships with external partners	<b>X</b>		<b>X</b>		<b>X</b>	
Good negotiation skills	<b>X</b>		<b>X</b>		<b>X</b>	
Good ICT skills	<b>X</b>		<b>X</b>		<b>X</b>	
Full Driving Licence and access to vehicle for business use	<b>X</b>		<b>X</b>		<b>X</b>	
To be able to work as part of a team.	<b>X</b>		<b>X</b>		<b>X</b>	
Ability and willingness to provide good quality and equitable customer service	<b>X</b>		<b>X</b>		<b>X</b>	
Ability to negotiate and devise solutions to problems as part of the planning process	<b>X</b>		<b>X</b>		<b>X</b>	
<b>ATTRIBUTES</b>	E	D	Application Form	References	Interview	Other
Demonstrate awareness of Council's Policies and practices for own job purpose	<b>X</b>		<b>X</b>		<b>X</b>	
Ability to work on own initiative	<b>X</b>		<b>X</b>		<b>X</b>	
Ability to prioritise competing work demands	<b>X</b>		<b>X</b>		<b>X</b>	
Ability to work with partners to deliver shared outcomes	<b>X</b>		<b>X</b>		<b>X</b>	
Ability to work to tight deadlines and achieve performance targets	<b>X</b>		<b>X</b>		<b>X</b>	
Ability to handle a varied workload and to act on own initiative	<b>X</b>		<b>X</b>		<b>X</b>	
Ability to work with people at all levels	<b>X</b>		<b>X</b>		<b>X</b>	