

JOB DESCRIPTION

JOB TITLE:	Career Grade Planner Graduate Planner/ Planning Assistant) (Planning Officer) Senior Planner)	JE NUMBER: A13053
DIRECTORATE:	Economic Growth	BAND: 4-9
RESPONSIBLE TO:	Principal Planner, Development Management Principal Planner, Planning Policy	
RESPONSIBLE FOR:	N/A	
MAIN PURPOSE OF POST:	<p>Duties are across the full span of development management and strategic planning service depending upon agreed priorities and work experience.</p> <p>This post carries out a significant day-to-day professional workload and demands staff of high motivation, initiative, negotiating skills and tact. Post-holders need to be able to deal with elected Members, the public, applicants and objectors to proposals put forward by others, and respond in a professional and meaningful manner. Post-holders must be able to work as part of a team. A wide and up-to-date knowledge of complex legislation is required as well as a thorough understanding of the economic and social background to the developing environment and a willingness to provide a quality service.</p> <p>The Career Grade for this post provides for progression (subject to qualifications, performance and review) to senior officer grades, with additional duties and responsibilities.</p>	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

Development Management

1.	Responsibility for a caseload of development proposals and to meet your own performance management and quality targets, as well as the Council's priorities and performance targets. Caseload is likely to include a mix of minor / major / lawful development and enforcement generated cases as well as applications for listed buildings,
2.	Draft statutory advertisements and determine the nature and extent of publicity and consultations given to a variety of planning proposals.
3.	Evaluate and make sound recommendations on the planning merits of development proposals, both in writing or verbally, the complexity of which will increase with progression through the career grade from simple to more complex proposals and projects. This evaluation will include having regard to responses to consultations with statutory consultees, other Council departments, elected Member views and with the

	general public.
4.	Take / present cases to Committee
5.	Defend the Council's decisions at appeals to the Planning Inspectorate, the complexity of which will increase with progression through the career grade from simple to more complex proposals and projects. This involves both the preparation of the Council's evidence and giving that evidence as the Council's expert witness.
6.	The provision of pre-application advice on a range of development proposals, the complexity of which will increase with progression through the career grade from simple to more complex proposals and projects.
7.	Liaise with the enforcement officers on enforcement issues, including enforcement applications / appeals and the monitoring of conditions.
8.	Where required, negotiate financial and other planning contributions / obligations including liaising with external organisations such as the County Council.
9.	Promote customer satisfaction when delivering DM Services including answering enquiries where professional advice is required
10.	Attend public meetings, site visits and inspections, and exhibitions which may take place at evenings and weekends.
11.	Inform development of planning policy documents from a Development Management perspective
12.	Assist the Development Management team with understanding and implementation of new planning policy and guidance at a national, regional and local level.
13.	To deputise for the Development Management and Conservation Manager at meetings.
14.	To monitor and manage project budgets as necessary.

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Strategic Planning

1.	To assist in the preparation, review, examination and monitoring of the Local Plan for the borough, including surveys and policy formulation.
2.	To assist in the preparation of planning briefs and supplementary planning documents for the borough.
3.	To undertake environmental and sustainability appraisals in connection with the preparation and review of the local plan.
4.	To present evidence at Local Plan examinations and at planning appeal hearings.
5.	To implement the proposals of the Local Plan and provide advice and to the council's

	Development Management Section in processing planning applications, including provision of policy advice on individual planning applications and support in pre-application discussions.
6.	To analyse and prepare reports on demographic, social and economic data and assist in its dissemination to the Council.
7.	To assist the section in the use and development of information technology, including the developing the Service's use of geographical information systems.
8.	To participate in public consultation exercises and to inform the public of the Council's plans and policies at meetings and exhibitions.
9.	To prepare reports to, and attend, Council meetings on strategic planning projects, including Planning Committee, Cabinet and Council.
10.	Maintaining and updating statutory registers including the brownfield register and custom and self-build registers.
11.	To provide advice on planning policy in response to written and verbal inquiries for advice and information from Members, other officers, developers and members of the public, and to prepare responses to consultations on planning policy from the government and other bodies.
12.	To deputise for the Strategic Planning Manager at meetings.
13.	To provide input to joint working parties with adjacent authorities, in accordance with the Duty to Co-operate where required.
14.	Assist the Economic Growth Service with understanding and implementation of new planning policy and guidance at a national, regional and local level

GENERAL – To be aware of and implement the following:

Equalities – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role. (Attendance at selected educational/training short courses/seminars for the purpose of training and continuous professional development at the discretion of the Strategic Planning Manager.)

Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

Other Work Details

You may be required to work out of normal hours for which time of in lieu will be given. You may be required to carry out your duties at your present workplace or some other council site.

To participate as required in the Council’s Emergency Planning Operations which may involve duties outside the post holder’s normal job description and contracted hours. In the event that an incident has occurred which disrupts the council’s ability to deliver its critical functions, the post holder will be expected to participate in the recovery stage which may include undertaking duties within the post holder’s competencies in other departments and/or at other locations.

Salary

Progression up the salary scale will be in accordance with the NJC Conditions of Service for Local Government Services.

With progression through the career grade, a requirement to provide mentoring and support to more junior staff as well as some supervisory duties

SPECIAL FEATURES OF POST:

Political Restriction	YES		NO	X
Vetting Checks e.g. Disclosure and Barring Service (DBS)	YES		NO	X
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES	X	NO	
You may be required to carry out those duties at your present workplace or at another council venue.	YES	X	NO	

It is the council’s intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder’s obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Career Grade Planner Graduate Planner/ Planning Assistant) (Planning Officer) Senior Planner)	JE NUMBER:	A13053
DIRECTORATE:	Economic Growth /Planning	DATE:	

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method
Graduate Planner / Planning Assistant		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
-		
Essential		
•	Writing: Display general level of ability in letter & report writing; exhibit a clear & comprehensible writing style in line with Plain English principles	Application Form
•	Experience of working in an office environment, including the appropriate use of information technology	Application Form
•	Good organisational and analytical skills	Application Form
•	Ability to read and scale drawings and appreciation of urban design skills	Application Form
•	Time/priority management: developing ability & understanding of techniques	Application Form
•	Ability to work effectively under pressure	Application Form
•	Methodical & attention to detail	Application Form
•	Logical thinker & ability to analyse & weigh issues	Application Form
•	Verbal communication: effective in most situations	Application Form
•	Presentation skills: developing ability	Application Form
•	Customer care awareness	Application Form
•	Appreciation of urban design skills	Application Form
Desirable		
EXPERIENCE		
Essential		
•	Writing: display good level of ability in letter writing; clear reports on a wide range of planning issues; exhibit a clear &	Application Form

	comprehensible writing style in line with Plain English principles	
•	Effective level of general (Windows) and developing level of specialist IT skills for a range of back office systems (e.g. Uniform/ Information@work)	Application Form
•	Report writing and decision drafting (conditions/reasons for refusal) Time/priority management: good level of proficiency	Application Form
•	Ability to work effectively under pressure & appreciation of stress management	Application Form
•	Ability to achieve a quality/quantity balance	Application Form
•	Logical thinker & ability to analyse & weigh issues	Application Form
•	Proficient at working in teams	Application Form
•	Assertiveness: developing effective ability	Application Form
•	Negotiation: good level of proficiency; clear listening, questioning and reasoning ability	Application Form
•	Verbal communication: effective in difficult situations	Application Form
•	Presentation skills: effective ability	Application Form
•	Customer care competence	Application Form
•	Urban design skills: general level of proficiency and ability to explain to others	Application Form
Desirable		
Senior Planner		
Essential		
•	Writing: display high level of ability in letter writing; clear reports on complex or controversial issues; exhibit a clear & comprehensible writing style in line with Plain English principles	Application Form
•	Effective level of general and competent level of specialist (e.g. Uniform) IT skills	Application Form
•	Competent report writing and decision drafting (conditions/reasons for refusal)	Application Form
•	Time/priority management: high level of proficiency	Application Form
•	Ability to work effectively under pressure & handle stress	Application Form
•	Demonstrable ability to take tactical decisions and achieve high quality and high-level outputs through the practical application of project management techniques	Application Form
•	Innovative thinker & ability to analyse & weigh complex issues	Application Form
•	Good understanding of the dynamics of team working	Application Form

•	Assertiveness: effective level of proficiency	Application Form
•	Negotiation: high level of proficiency; clear listening, questioning and reasoning ability	Application Form
•	Verbal communication: good level of proficiency in most scenarios	Application Form
•	Presentation skills: presentation of items at public meetings including Planning Committee and Cabinet meetings	Application Form
•	Customer care proficiency	Application Form
•	Urban design skills: understanding of principles and ability to explain to others	Application Form
KNOWLEDGE		
(Particular knowledge which will be necessary to perform the work effectively, e.g. of specific legislation or regulations)		
Graduate Planner / Planning Assistant		
•	Some knowledge of the purpose of the Planning System,	An appreciation of current issues & developments affecting planning, regeneration & local government
•	an understanding of the decision-making processes in dealing with planning applications, and a basic understanding of environmental or physical spatial subjects	An appreciation of main central government & development plan policy issues
•	Good understanding of current issues & developments affecting planning, regeneration & local government	An appreciation of the operation of local government (desirable)
•	Policy: good understanding of main central government & development plan policy issues	
•	Law: good understanding of development management legislation	
•	Good understanding of the operation of local government	
Planning Officer		
•	Good understanding of current issues & developments affecting planning, regeneration & local government	
•	Policy: good understanding of main central government & development plan policy issues	
•	Law: good understanding of development management legislation	
•	Good understanding of the operation of local government	
Senior Planner		
•	Comprehensive understanding of current issues & developments affecting planning, regeneration & local government	

•	Policy: comprehensive understanding of main central government & development plan policy issues	
•	Law: comprehensive understanding of development management legislation & good appreciation of related legislation including local government legislation	
•	General level of political awareness & comprehensive knowledge of the operation of local government	
•	Comprehensive understanding of current issues & developments affecting planning, regeneration & local government	
QUALIFICATION / TRAINING (Educational / vocational qualifications and other training) Verification will be required		
Graduate Planner / Planning Assistant	<ul style="list-style-type: none"> • A-Levels or equivalent that would allow entry onto RTPPI accredited first degree 	<ul style="list-style-type: none"> • First degree or equivalent in Planning or related subject 1 that would allow entry onto RTPPI accredited postgraduate degree
Planning Officer	<ul style="list-style-type: none"> • RTPPI accredited first and / or postgraduate degree 	
Senior Planner	<ul style="list-style-type: none"> • RTPPI accredited degree • Eligible for Membership of RTPPI or RICS (Planning & Development) 	<ul style="list-style-type: none"> • Membership of RTPPI
EXPERIENCE (Level and type of previous experience)		
Graduate Planner / Planning Assistant	<ul style="list-style-type: none"> • Planning applications: appreciation of processes involved 	<ul style="list-style-type: none"> • Experience of providing a support function to a planning service • Experience of providing an effective and responsive development control services on a caseload of predominantly straightforward development proposals, planning applications and appeals relating to a range of development types, but including many householder applications • Appeal awareness:

		understanding of process
Planning Officer	<ul style="list-style-type: none"> • Planning applications: understanding of processes involved and an ability to provide effective and responsive development control services on a mixed caseload of development proposals, planning applications and appeals, including more complex cases and covering a range of development types and issues • Appeal experience: understanding of process 	
Senior Planner	<ul style="list-style-type: none"> • Planning Applications: provide effective and responsive development management services on a caseload of mostly major development proposals, planning applications and appeals requiring a wide range of knowledge. • Appeal experience: written representations and informal hearings 	
QUALITIES (Particular qualities necessary to carry out the works, e.g. ability to work under pressure or work co-operatively in a team)	Graduate Planner / Planning Assistant Planning Officer Senior Planner	<ul style="list-style-type: none"> • Good judgment • Diplomacy • Team player • Polite
SPECIAL CONDITIONS (e.g. willingness to work unsocial hours or wear a uniform)	<ul style="list-style-type: none"> • Ability to carry out required site visits • Full clean driving licence • Use of own vehicle 	<ul style="list-style-type: none"> • To be prepared to attend evening and weekend meetings (eg committees & events within the borough) and from time to time and to work hours required to meet pressing deadlines that may exceed contracted hours
Essential		
<ul style="list-style-type: none"> • To display the council's values and behaviours when carrying out the job role 		Application Form, Interview
<ul style="list-style-type: none"> • To perform the job role in accordance with the specified 		Application Form,

	level of the council's Competency Framework	Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview
COMPETENCY REQUIREMENT:		
Seeing the Big Picture	<p>Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.</p> <p>For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.</p>	Interview
Level: 2		
Changing and Improving	<p>People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	Interview
Level: 2		
Making Effective Decisions	<p>Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.</p> <p>For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture</p>	Interview
Level: 2		

	around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.	
Leading & Communicating	At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm. It's about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.	Interview
Level: 2		
Collaborating and Partnering	People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable	Interview
Level: 2		
Developing self and others	Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving. For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change	Interview
Level: 2		
Delivering Value for Money	Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow	Interview
Level: 2		

	<p>agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.</p> <p>For leaders it's about embedding a culture of value for money within their area/function.</p> <p>They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available</p>	
Managing a Quality Service	<p>Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.</p> <p>For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services</p>	Interview
Level: 2		
Delivering at Pace	<p>Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.</p> <p>For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly</p>	Interview
Level: 2		