

Graduate Development Management Planner

Job Summary	
Grade	9
Responsible To	Graduate Development Management Planner
Responsible For	None
Job Purpose	Work as part of a team of development management specialists helping deliver an effective and efficient planning service through the determination of a varied caseload of planning applications ranging from householders to major development proposals
Location of Job	Dereham – Remote enabled
Directorate/ Service Area	Economy & Growth
Description of Duties	
Primary Functional Objectives of the Role	<p>Manage a personal caseload of Planning applications including:</p> <ul style="list-style-type: none"> ▪ Assessment of the need for planning permission/permitted development ▪ Pre-application assessments ▪ Planning applications, predominantly householder and those considered to be minor in nature to include prior approvals ▪ Appeals primarily relating to householder developments and other minor applications ▪ To attend Planning Committee and present applications, as required ▪ To attend Chairmans Panel and present applications, as required ▪ To provide support and assistance to colleagues within the Planning Enforcement and Technical Support Teams, as required ▪ To keep up to date with current legislation and policy changes ▪ To deal with all aspects of the Development Management processes to include site visits, consultations and negotiations ▪ To provide timely, well written reports and recommendations to the managers of the development management and enforcement teams ▪ To provide professional advice on planning matters to clients, the public, Members of the Council, and others, as necessary ▪ To ensure excellent customer service to all our customers by phone, e-mail and face to face ▪ Have good communication skills and ability to work with limited supervision on tasks ▪ Comply with Health and Safety rules for the safety of yourself and others ▪ Provide support to the Planning Committee Usher (with Planning Committee and Chairman’s Panel), as necessary in the preparation of the agenda/presentations, liaising with Elected Members, Planning Agents, Parish Councils and Members of the Public about speaking at Planning

	<p>Committee and notifying people of the applications that are being presented at Planning Committee.</p> <ul style="list-style-type: none"> Provide support the Lead Officer with Appeals which will include Registration of Planning/Planning Enforcement Appeals, acting as liaison between the Council and the Planning Inspectorate, arranging hearings/inquiries including the booking of venue(s), informing interested parties and carrying out the administration at hearings/inquiries as required. <p>The precise nature of the work will depend on the post-holder's experience and potential. The job offers excellent experience for an enthusiastic and ambitious person aspiring to a career in planning.</p> <p>The above list is not meant to be an exhaustive range of tasks and responsibilities and is subject to change</p>
<p>Primary Line/Performance Management Objectives of the Role (If Applicable)</p>	<ul style="list-style-type: none"> Work as part of a team of development management specialists helping deliver an effective and efficient planning service through the determination of a varied caseload of planning applications
<p>Primary Leadership Objectives of the Role (If Applicable)</p>	N/A

This job description is not an exhaustive range of tasks and responsibilities and is subject to the changing requirements of the Council.

The job description outlines the current position and will be subject to review in the light of development within the service, in consultation with the post holder as detailed in your Contract of Employment.

Planning Policy Manager: PERSON SPECIFICATION

Experience & Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> A degree in Town and Country Planning/another relevant Degree or experience working in a Planning environment A desire to work towards membership of the Royal Town Planning Institute Some knowledge of current legislation relating to planning 	<ul style="list-style-type: none"> The ability to use your own initiative to solve challenges working as part of a team and under direction Experience of dealing with customers by phone, e-mail and face to face

<ul style="list-style-type: none"> ☐ The ability to prioritise and manage a workload, and to work flexibly to meet the needs of the Local Authority ☐ Experience of dealing with customers by phone, e-mail and face to face ensuring excellent customer service ☐ Proficient in the use of MS Office (Word, Outlook, Excel, PowerPoint etc), and in data analysis software/programmes ☐ To be able to work under pressure to produce timely and high quality work ☐ The ability to work as a team player and support colleagues ☐ Hold a current driving UK licence and access to your own vehicle 	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> ▪ A degree qualification in Town and Country Planning or working towards a formal qualification or demonstrable experience of working as a Planning Officer 	<ul style="list-style-type: none"> ▪ Membership of the Royal Town Planning Institute or a desire to work towards membership of the Royal Town Planning Institute
Essential Behaviours	
<p>Job Specific Behaviours (See the Behaviours Framework)</p>	<p>Collaborative:</p> <ul style="list-style-type: none"> ▪ I look for ways to work in partnership and listen supportively to the ideas of others, building on their ideas, while sharing my views and knowledge. ▪ I recognise the skills, talent and experience of others and reach out to them for their contribution and input <p>Ambitious:</p> <ul style="list-style-type: none"> ▪ I always ask myself 'How could we do this better?' ▪ I take ownership of change and help others to understand, adapt, implement, and embed it. ▪ I have an open mindset, take risks and explore new ways of doing things. ▪ I am a proud ambassador, taking pride and responsibility for the work we do and encouraging others to do the same. <p>Results Driven:</p> <ul style="list-style-type: none"> ▪ I make sure I am clear on what I need to achieve, keeping a focus on results and solutions. ▪ I am driven, showing courage and resilience even when things don't go to plan. ▪ I am flexible ensuring I provide the best possible service, wherever and whenever is best for the customer <p>Empowering:</p>

	<ul style="list-style-type: none"> ▪ I ask for help and support when needed ▪ I take responsibility if things don't go well, learning from it for my own and for the organisation's development <p>Supportive:</p> <ul style="list-style-type: none"> ▪ I treat others as I would want to be treated myself, ensuring that I am welcoming, friendly and approachable. ▪ I give time to colleagues who need help or support ▪ I treat everyone with kindness, dignity and respect, valuing their thoughts, background and experience
<p>Health & Safety (exposure to risk)</p>	
<ul style="list-style-type: none"> • The postholder is part of a small team and therefore the post holder needs to demonstrate ability to deal with frequent interruptions and demands on a daily basis. 	