

Development Management Planner

Job Summary	
Grade	8
Responsible To	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 – Staff will be required to attend site at least 2 days per week
Directorate/ Service Area	Economy & Growth
Description of Duties	
Primary Functional Objectives of the Role	<ul style="list-style-type: none"> ▪ Manage a personal caseload of all types of applications to include largely minor and other applications, with opportunities to work on aspects of major applications including discharge of conditions. ▪ Deal with all aspects of the Development Management process including report writing, consultations and negotiations with applicants, agents, statutory consultees, Town and Parish Council’s and Councillors to obtain quality outcomes. ▪ Provide timely, comprehensive and accurate reports and recommendations on planning applications to meet relevant targets. ▪ Attend the Planning Committee and Chairman’s Panel and present applications as required. ▪ Provide professional and pre-application written and verbal advice on planning matters to clients, the public, Members of the Council, and others as necessary. ▪ Prepare appeals in relation to planning and enforcement matters. Attend and provide expert evidence at Informal Hearings and with support at Public Inquiries as necessary. ▪ Attend public meetings as required. ▪ Keep up to date with current legislation and comply with Health and Safety rules for the safety of yourself and others. ▪ Such other duties as may, from time to time, be allocated appropriate to the grade and contributing to the purpose and objectives of the post ▪ Communicate through a range of media include word, outlook, excel, PowerPoint etc
Primary Line/Performance	<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

Management Objectives of the Role (If Applicable)	
Primary Leadership Objectives of the Role (If Applicable)	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 thorough knowledge of current legislation relating to planning and enforcement matters. ▪ Experience in dealing with planning applications and legal agreements. ▪ Experience of presenting planning applications to Planning Committee. ▪ Good verbal and written communication skills to include an ability to make concise focused oral presentations. ▪ The ability to consider a wide range of complex planning and related issues and balance those issues to make a clear and reasoned judgement. ▪ The ability to prioritise and manage a significant workload, and to work flexibly ▪ 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 ▪ Hold a current UK driving licence and access to your own vehicle 	<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 acting as expert witness at Planning Inquiries and Hearings.
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 ▪ At least 2-3 years' experience in development management working within a busy team environment delivering a range of planning applications and appeal casework preferably within a Local Authority
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?', taking ownership of change and helping 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. <p>Empowering:</p> <ul style="list-style-type: none"> ▪ I ask for help and support when needed, and 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
Health & Safety (exposure to risk)	
<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. 	