

## Job Description

**Department:** Place & Economy

**Division/Section:** Planning

**Job Title:** Development Management Officer

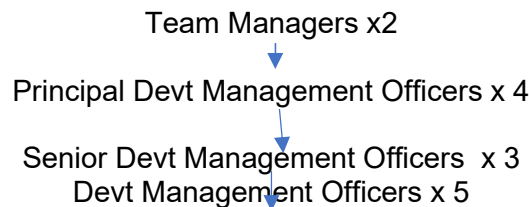
**Post No:** 014669

**Grade:** 7-9

**Reports to:** Area Manager Development Manager

**Organisation Chart:**

Show immediate manager and any jobs reporting to this post.



**CRB Check applicable?**

Standard  Enhanced  None

**Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?**

Yes  No

**Line Management responsibility for:**

No. of direct reports: 0  
No. of indirect reports: 0

**Size of budget:** None

**Job Purpose:**

Deliver high quality services through achieving customer satisfaction levels in line with national standards, effectively engaging with internal and external customers to inform and advise, in line with best practice, national standards, organisational requirements and statutory obligations.

### Main Duties and Responsibilities:

1. Effectively engage with residents, businesses, developers, partners, Council staff and elected members at all stages of the planning process and other forms of applications, to ensure that recommendations, advice and other actions comply with the Council's planning policies the requirements of the Town and Country Planning Acts and/or associated Orders and Regulations.
2. Share knowledge and develop best practice to ensure individual, team and relevant service objectives and targets are delivered.

3. Ensure that all correspondence and records are complete, up to date and effectively dealt with and will where required support appeals, compliance action and refute negligence claims
4. Participate in the regular review of service provision in line with national best practice and quality standards, including where required, participation in cross function teams, and implement any required improvements effectively to ensure the on going efficient delivery of services.
5. Review new regulations, Directions and Planning Policy Statements, and make recommendations on the potential need for procedural change in Development Management.
6. Deliver excellent customer services in line with national standards and best practice, play an active part in the Development Management Team, effectively manage personal workload, and identify and achieve personal development opportunities.

#### **At Grade 7**

You will be educated to degree level.

OR

At least 1 years' experience in a planning, development, plan/technical drawing, architecture or related context.

You will be operating with a high level of direction, guidance and supervision by your Line Manager or a Principal Planner, including in the area of work planning and organisation. You will be dealing with very simple householder/county matters/commercial applications, pre-application advice requests and condition discharge proposals and monitoring. You will have to use limited negotiation and influencing skills.

#### **At Grade 8**

You will be working towards an RTPI accredited professional planning qualification.

OR

At least 2 years' experience in determining planning applications and appeals.

You will be operating with a medium level of direction, guidance and supervision and assistance on work planning and organisation by your Line Manager or a Principal Planner. You will be dealing with householder and simple, small scale new build proposals county matter/commercial applications, pre-application advice requests and condition discharge proposals of moderate complexity . You will be operating a moderate level of negotiation and influencing skills with occasional support from your supervisor. You will be presenting applications at Planning and Environmental Protection Committee.

#### **At Grade 9**

You will have obtained an RTPI accredited planning qualification.

OR

At least 4 years' experience in determining planning applications and appeals.

You will be operating with lower level/minimal direction, guidance and supervision and assistance on work planning and organisation by your Line Manager or a Principal Planner. You will be dealing with householder and a range of smaller scale residential/commercial developments/county matters, pre-application advice on a range of application types, condition discharge work, including conditions relating to major scale development proposals. You will be operating your

negotiation and influencing skills independently. You will be presenting applications at Planning and Environmental Protection Committee.

You will need to deal with and understand a range of complex and technical planning matters, in a high-pressured, front-facing role where the skills needed to successfully deal with your case load will be required on a long-term, permanent basis. Using your own judgement, you will need to interpret and take a view on the issues raised and form a well-reasoned and justified recommendation (in the form of a case officer report), that is a lawful planning decision and does not leave the Council at risk of a legal challenge. You will need to have the ability to convey complex and interrelated technical planning matters to our customers in simple terms.

Generic Responsibilities:	To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy. To comply with all Health & Safety at work requirements as laid down by the employer.
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

**DATE:** March 2023      **COMPLETED BY:** Sylvia Bland

# PETERBOROUGH



## Person Specification

<b>JOB TITLE:</b>	Development Management Officer	<b>POST NO:</b> 002929, 012796, 011150, 014111, 014112	
<b>GRADE:</b>	7-9	<b>DEPARTMENT:</b>	Place & Economy
<b>HOURS</b>	Full Time		
<b>DIVISION:</b>	Planning	<b>EXECUTIVE DIRECTOR:</b>	Adrian Chapman
<b>DATE:</b>	March 2023	<b>COMPLETED BY:</b>	

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>Current relevant planning legislation and regulation (A/I)</li></ul>	<ul style="list-style-type: none"><li>Current legislation and regulation in other related areas (A/I)</li></ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"><li>Effective delivery of performance in line with local and national targets (A/I)</li><li>Delivering high quality services to both internal and external customers (A/I)</li><li>Effective verbal and written communication skills (P)</li><li>Ability to prioritise workloads and meet strict deadlines (W)</li><li>Broad range of IT skills including Microsoft Office, Planning Systems e.g. Uniform (A/I)</li></ul>	<ul style="list-style-type: none"><li>EDRMS/GIS systems use (A/I)</li></ul>
<b>EXPERIENCE</b>	<p>1 years' experience of development experience in a planning, development, plan/technical drawing, architecture or related context (A/I)</p> <p>AND / OR the qualifications set out below having regard to the Career Progression details in the Job Description (A)</p>	
<b>QUALIFICATIONS</b>	<p>Minimum qualifications:</p> <ul style="list-style-type: none"><li>5 GCSE or equivalent passes (A)</li><li>Educated to A-level or equivalent</li><li>Degree or equivalent in town planning or related subject (A/D)</li></ul>	<ul style="list-style-type: none"><li>Eligible for membership of RTPI or related discipline (A/D)</li><li>Additional qualification or expertise in a relevant specialised discipline (A/D)</li></ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"><li>Full driving licence (D)</li></ul>	<ul style="list-style-type: none"><li>Vehicle available for work (I)</li></ul>

<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care (A & I)	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]*