

**WOKING BOROUGH COUNCIL  
JOB PROFILE**



**Job Description**

**Job Title:** Planning Officer

**Pay Grade:** W3 – W4

**Directorate:** Place

**Team:** Planning

**Reporting to:** Development Management Strategic Manager

**Budgetary Responsibilities:**

- Staff - £XXXX
- Other Direct - £XXXX
- Other Indirect – N/A
- Total £XXXX

**Job Purpose:**

To assist the Development Management Strategic Manager in all aspects of the work of the Development Management Section. The Council places great emphasis on providing an effective and efficient service to the customer and is also strongly committed to environmental initiatives. Duties in Development Management will include processing a range of planning applications and dealing with general queries, reporting to the Development Management Strategic Manager.

**Main Tasks:**

1. To process planning applications, Listed Building applications, Certificates of Lawfulness, consultations from other authorities and advertisements applications including site inspections.
2. To give verbal and written pre planning advice to the general public, developers/applicants and Members of the Council and other service areas as instructed by the Development Management Strategic Manager.
3. To prepare reports for submission to the Development Management Strategic Manager and the Planning Committee.

**WOKING BOROUGH COUNCIL  
JOB PROFILE**

4. To prepare planning statements for Written Representation appeals and attendance at Public Inquiries, Informal Hearings (including the presentation of evidence) dependent upon experience and qualifications as and when directed by the Development Management Strategic Manager.
5. Attendance at the Planning Committee as and when directed by the Development Management Strategic Manager.
6. To assist in answering both written, telephone and personal enquiries by applicants and the general public.
7. Work with colleagues to develop a common understanding amongst, and market the concept of excellence in planning to, senior managers, to gain their involvement and ongoing commitment to promote and encourage all employees to work to planning best practice.
8. To undertake other duties appropriate to the level of the role as directed by the Development Management Strategic Manager including assistance with the work of the Enforcement Officers when necessary.

**People Management:** *N/A*

**Service Management:** *N/A*

**Financial Responsibility:** *N/A*

**Other Responsibilities:** *N/A*

### Person Specification

Please list as required.

08 August 2023

**WOKING BOROUGH COUNCIL  
JOB PROFILE**

**Candidate Screening**

<b>Does Rehabilitation of Offenders Act 1974 apply?</b>	Yes
<b>Disclosure and Barring Service check required?</b>	No
<b>If yes, what level?</b>	Choose an item.
<b>Is this a Politically Restricted Post?</b>	No
<b>Does this role have emergency responsibilities?</b>	No    Choose an item.

**WOKING BOROUGH COUNCIL  
JOB PROFILE**

**Role Map**

<b>Behaviour</b>	<b>Level Required (1-4)</b>
Shaping our Future	2
Leading our People	1
Delivering for our Customers	2
Making Change Happen	2
Team and Partnership Working	1
Communicating Openly	2
Performance Management	1

Please refer to the Council's Behavioural Framework for examples and indicators of the expected behaviour required at each level (this will be attached as a document to each job advert).