

**WOKING BOROUGH COUNCIL
JOB PROFILE**



Job Description

Job Title: Senior Planning Officer

Pay Grade: W5

Directorate: Place

Team: Planning

Reporting to: Development Manager & Deputy Development Manager

Budgetary Responsibilities:

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

Job Purpose:

To assist the Development 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 Manager and Deputy Development Manager.

Main Tasks:

1. To take a pro-active approach in working with all stakeholders to facilitate a high-quality built environment for the Borough. To contribute both as an individual and team-player in securing this aim.
2. To manage a caseload of more complex planning applications, Listed Building Consent applications, screening and scoping opinions, Certificates of Lawfulness, consultations from other authorities and advertisements applications including analysis and assessment, site inspections and negotiation of Planning Performance Agreements and S.106 legal agreements.
3. To rely on your excellent communication and inter-personal skills to give planning advice to the general public, developers/applicants, other

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Council departments and Members of the Council including providing detailed pre-application advice.

4. To prepare high quality reports for submission to the Development Manager and presentation to the Planning Committee. To prepare accurate, concise reports for consideration under Delegated Powers.
5. To manage the appeals process including preparing statements for Written Representation appeals and attendance at Public Inquiries and Hearings (including the presentation of evidence).
6. To assist the Development Manager and Deputy Development Manager in the mentoring of more junior members of staff to develop their skills and experience in town planning and to develop the capacity of the team.
7. To undertake other duties as directed by the Development Manager and Deputy Development Manager including assistance with the work of the Enforcement Section when necessary.

People Management: N/A

Service Management: N/A

Financial Responsibility: N/A

Other Responsibilities: N/A

Person Specification

Key:

E = Essential, D = Desirable,

A = Application Form, I = Interview, P = Presentation T= Test

Please list as required.

Criteria	Standard	E/D	Measure

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Education & training	<ul style="list-style-type: none"> • Relevant Degree • Recognised Royal Town Planning Institute Degree. • Membership of the Royal Town Planning Institute 	E E D	A A A
Experience	<ul style="list-style-type: none"> • Experience of processing a range of planning applications and appeals including ones at the more complex end of the spectrum. • Experience of a Local Authority Planning department • Political awareness and appreciation of team and corporate objectives. • Excellent oral and written communication skills. • Good presentation skills. • Good report Writing skills. • Competent in using Microsoft IT packages. • Use of a planning database system and GIS. 	E D E E E E E D	A/I A/I A/I A/I A A A A
Special Requirements	<ul style="list-style-type: none"> • Committee attendances. • Driving Licence 	E E	A A

Candidate Screening

Does Rehabilitation of Offenders Act 1974 apply?	Yes
Disclosure and Barring Service check required?	No
If yes, what level?	Choose an item.

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Is this a Politically Restricted Post?	Yes
Does this role have emergency responsibilities?	No <input type="radio"/> Choose an item.

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Role Map

Behaviour	Level Required (1-4)
Shaping our Future	3
Leading our People	2
Delivering for our Customers	3
Making Change Happen	2
Team and Partnership Working	2
Communicating Openly	2
Performance Management	2

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).