# JIN 3454 – April 2018

# BRIGHTON & HOVE CITY COUNCIL

**JOB DESCRIPTION QUESTIONNAIRE**

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| **Job Title:** | Senior Planning Officer |
| **Reports to:** | Principal Planning Officer |
| **Department:** | Economy, Environment and Culture |
| **Section:** | Planning & Building Control |

**Purpose of Planning**

Providing a high quality customer-focussed planning service for the city and use professional expertise to advise on local conservation and planning issues in line with statutory frameworks and the council’s economic growth, environmental and sustainability objectives.

**Principal Accountabilities**

Responsible for a complex work programme of planning related activities and enquiries, including the preparation of reports on planning applications; the development and implementation of planning/conservation policies and plans and evidence in regard to planning and enforcement appeals

To present reports and evidence at committee meetings, hearings, inquiries and court on complex planning applications and planning and enforcement appeals and on matters of planning/conservation policy (including planning briefs and design guidance).

To develop/prepare complex/technical/legal paperwork/information for internal and external meetings and, where appropriate, represent the Council at meetings.

To work independently and represent the Planning Service at meetings with external stakeholders and councillors.

To maintain a good knowledge of relevant Planning legislation and planning/conservation issues in the city.

Work in partnership and engage with a range of external stakeholders to ensure that all decision making is based on accurate and informed recommendations and advice.

Providee a customer-focused service and respond to customer feedback to deliver a continually improving service, that is relected in customer feedback

Development of awareness campaigns, education and information activities, consultation and public meetings or similar.

Undertake other relevant high level activities, related to the team and lead on service modernisation or service specific projects as required.

Be the first level support for queries from team members to support their development and where appropriate, be responsible for the management and training of team members.

To work collaboratively with colleagues across the service to promote continuous service improvement and ensure that customers receive a consistently high quality of service that is reflected in customer feedback.

In addition:

**Senior Planning Officer (Enforcement)**

To investigate, carry out site visits, collect evidence and advise on complaints of information concerning possible unauthorised works which are subject to control under Planning and associated legislation, across the city.

To prepare reports for the Planning Investigation and Enforcement Manager in relation to cases which, after consultation with appropriate teams, consider the expediency of formal action, following up decisions on recommendations and instigating and effecting necessary legal proceedings in order to pursue breaches of planning control.

**Senior Planning Officer (Conservation)**

To evaluate the impact of proposed changes to historic buildings and areas and provide appropriate advice, based upon national and local policy and professional knowledge and experience,

To assess historic buildings and areas, determining their significance and advising on the appropriate repair and restoration of buidlings

**General Accountabilities**

To co-operate in the implementation of the council Health and Safety policy

In particular: as set out in section 4.5 of the Health & Safety Policy:

* To take due care of their own health and safety and that of others, who may be affected by their acts and mistakes at work
* To use equipment according to instructions
* To ensure that they do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials or systems
* To report any unsafe act, or condition, any accident or incident according to Health and Safety Policy

To uphold and carry out the duties of the post with due regard to the City Council’s Equalities and Equality in Employment Policies.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive and you may be required to undertake various other duties as may reasonably be required.

**BRIGHTON & HOVE CITY COUNCIL**

**PERSON SPECIFICATION**

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| **Reports to:** | Principal Planning Officer |
| **Department:** | Economy, Environment and Culture |
| **Section:** | Planning & Building Control |

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| **Job Related Education, Qualifications and Knowledge** | Educated to degree level or equivalent, or equivalent relevant experience.  Town planning qualified or working towards qualification  Extensive and detailed knowledge of planning/enforcement/conservation principles and practice including relevant legislation |
| Experience | Substantial experience in the field of planning  Experience of community and stakeholder engagement |
| Skills and Abilities | Ability to contribute to policy development, planning briefs or similar  Highly developed communication and interpersonal skills, present and discuss information with authority when representing the Service/Council  Able to negotiate and influence decision making with senior stakeholders.  A methodical approach to programme management  Self reliant and able to work on own initiative. An ability to make appropriate decisions regarding the course of a planning application, investigation or in preparing policy  Ability to solve problems and find appropriate solutions  Provide a customer focused approach to service delivery  Able to work to tight statutory deadlines and under pressure |
| **Equalities** | Evidence of the application of good equalities practice and how this relates to service delivery |
| **Other Requirements** | Able to work outside normal officer hours as required |