**Job Description**

**Post Title** **Senior Planning Officer (DM)**

**Role Profile** Specialist Grade K

**Service/Team** Planning & Destination– Development Management

**Reports to** Team Leader Development Management

**Post number**

**My job improves the quality of life for the people of Bournemouth, Christchurch and Poole by processing major and strategically important planning applications and mentoring Planning Officers/ Assistants to deliver planning proposals in a way that meets both the planning related aspirations of the Council and achieve sustainable development in accordance with national and local planning policy.**

**ensuring that trees are well managed and that new development respects and promotes trees and landscaping, which enhances local character, biodiversity, a sense of health and well-being and mitigates the effects of climate change.**

**Job Overview**

Within the Development Management (DM) team, in partnership with others, to deliver expert Planning advice to internal and external customers, process planning applications, pre-application enquiries and to defend the Council’s decisions on appeal to ensure the natural and built environment of BCP Council is safeguarded and to promote sustainable development.

**Key Responsibilities**

* Appraise and make recommendations and decisions on a wide range of planning applications (these will often be major developments and/or complex and controversial applications) against Local and National Planning Policy, regulations, and legislative frameworks to ensure that applications are compliant with requirements and BCP Council’s vision.
* Assist the Team Leaders in the allocation of work and the signing off of planning applications, pre-application responses and other work requiring senior level sign off.
* Conduct public consultations in line with statutory requirements and Council policy to ensure that all parties affected by potential development can provide comment and appropriate input.
* Respond to planning related enquiries from the Public, Councillors, prospective Applicants, and all other Customers to deliver timely and constructive advice and information including assisting in arranging Planning Performance Agreements.
* Provide mentoring and support to Planning Officers to ensure appropriate and effective service is delivered to the required standard.
* Provide planning related advice and guidance through the pre-application process to all customers and interested parties to help ensure that future planning applications will be aligned to Local and National Planning Policy.
* Represent the Council and deal with planning appeals
* Negotiate with External Agencies and Applicants to ensure that defined environmental betterment and housing quotas are delivered in planning applications

**Specific Qualifications and Experience**

* Educated to degree level
* Willingness to work towards membership of the Royal Town Planning Institute
* Experience of working in the development industry on cases with a range of complexity or ability to demonstrate relevant transferable skill
* Knowledge of planning legislation such as Town and Country Planning Act, National Policy Framework, Legislation and Planning Practice Guidance.
* Understanding of the Development Management process
* Ability to translate complex information, provide professional advice and guidance and to present information to a range of stakeholders in a clear and precise manner
* Ability to demonstrate strong project management skills
* Experience of negotiation and interpretation of complex technical detail.
* Proven experience in considering different customer needs and adapting communications and processes accordingly.
* Proven experience in making decisions including managing frequently conflicting priorities and deadlines.
* Knowledge and experience of using IT systems for planning or similar purposes including database and Geographic Information Systems (GIS). Confident in the use of Microsoft Office.
* Excellent oral, written and presentational skills.

**Personal Qualities & Attributes**

* Self-motivated and self-reliant with excellent teamworking skills
* High level of personal resilience and calm under pressure
* Willingness to learn and respond to new challenges and changes and be able to adapt to these
* Confidence and ability to make decisions
* Ability to recognise and resolve barriers
* Awareness and ability to anticipate the need for support or personal development
* Good interpersonal and communication skills; able to develop and maintain relationships with customers and colleagues; emotional intelligence
* Willingness and ability to support and challenge others, whilst maintaining own workload
* Willingness and ability to collaborate with others
* An ability to find positive and practical solutions to problems
* Commitment to quality output and outcomes
* Attention to detail and ability to deliver work to tight deadlines and be flexible in managing workloads