** Role Profile**

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| **Reference Number** |  GRO022 |
| **Role Title** |  Planning Officer  |
| **Directorate** |  Chief Operations Office |
| **Department** |  Planning Services |
| **Reports to** |  Development Management Team Leader |
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| **Role Purpose** |
| To ensure that development proposals are in line with legislation, regulations, the Local Plan(s) and Council policies, so that BCP can deliver on its agreed development requirements in a sustainable way. The role sits within the Development Management team. |

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| **Accountabilities** |
| * Appraise and make recommendations on a range of planning applications against the Local Plan(s), regulations, and legislative frameworks, to ensure that applications are compliant with requirements and BCP Council’s needs.
* Conduct public consultations in line with Council policies to ensure that all parties affected by potential development can provide comment and appropriate input.
* Respond to enquiries from the public, Councillors, prospective developers and all other customers to deliver timely and constructive advice and information.
* Provide planning related advice and guidance to enable all customers and interested parties to submit development applications that will be aligned to the Local Plan(s) and requirements and therefore will be approvable.
* Prepare reports and draft appeal statements to defend the Council’s decisions regarding application approvals or denials aligned to the planning policies.
* Undertake occasional presentations to the Planning Committee to enable effective decision-making by the Committee.
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| **Knowledge / Skills / Experience required** |
| * Degree in Town Planning or related degree and/ or experience and ability to demonstrate transferable skills
* Member or eligible to be a member of the Royal Town Planning Institute or ability to demonstrate ability to work towards membership.
* Experience of working in a Local Authority planning department and dealing with planning applications is desirable.
* Knowledge of the Local Plan(s) for BCP.
* Knowledge of planning legislation such as Town and Country Planning Act, and governmental planning framework.
* Understanding of the development management process.
* Ability to provide professional advice and guidance, and to present information to a range of stakeholders in a clear manner.
* Ability to manage a case load of planning applications and appeals.
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| **Dimensions of role** |
| * This role does not have any supervisory or management requirements.
* This role does not manage any direct budgets.
* Planning will typically be over days and weeks, with a need to be manage a workload and case load as well as be responsive to the public.
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| **Notes** |
| Date: | 01/02/2021 |
| Working Conditions: | Aspects of the role that have a material impact on the nature of the job, once all reasonable actions have been taken to moderate or eliminate them:* The role holder will be exposed to infrequent confrontational behaviour from the public at consultations and relating to application decisions.
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| Working Arrangements: | * No specified working arrangements outside of a normal working pattern.
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