

## **BROXTOWE BOROUGH COUNCIL**

### **JOB DESCRIPTION**

<b>Directorate:</b>	CEX – Chief Executives
<b>Division:</b>	Neighbourhoods and Prosperity
<b>Post No &amp; Job Title:</b>	P23 & P28 - Planning Officer
<b>Grade:</b>	Grade 9
<b>Responsible to:</b>	Team Leaders (Planning Policy, Development Management and Planning Information)
<b>Responsible for:</b>	No responsibility for employees.
<b>Main purpose of the job</b>	To assist in the development of Council's planning policies and projects to provide an effective planning service in accordance with the Council's objectives to achieve sustainable development.

### **Main Duties and Responsibilities:**

#### **Policy**

To be involved in the forward planning activities of the Directorate as allocated by the Team Leaders (Planning Policy or Planning Information) to include the following:

1. Undertake liaison with other Authorities or external organisations on the collection of information and evidence the preparation and monitoring of plans associated with the Council's Local Plans or Neighbourhood Plans.
2. Work in connection with the preparation, implementation and monitoring of local planning projects, projects within the Local Development Scheme, supplementary planning documents, design guidance and any other policy documents that may arise.
3. Ensure the conservation of appropriate buildings and areas and secure their enhancements through undertaking conservation area appraisals and the preparation of management plans for conservation areas.
4. Assist in the maintenance and updating of databases in association with the planning policy function
5. Attend meetings of working groups, Parish and Town Councils, residents' meetings, CAT meetings and other relevant meetings associated with any planning policy document or conservation area appraisal, which may be outside normal working hours.

6. Represent the Council as appropriate on external working groups, partnership groups and inter authority joint working initiatives that may arise in connection with the Council's planning policy function.
7. Prepare the Council's representations in the case of public inquiries and examinations in public associated with the Council's planning functions and represent the Council as appropriate.
8. Liaise with external business or consultants in the preparation of any planning policy documents and projects.
9. Study and advise on new legislation, trends in planning and other planning activities to ensure continuing professional development and the maintenance of a full understanding of planning related legislation and practice.

#### Development Management

10. Undertake the following as directed by either Team Leader (Development Management).
11. Day to day management of development including processing of planning applications and associated matters.
12. Carry out site investigations, consultation with other Directorates, Authorities, private organisations, and members of the public and the preparation of reports and recommendations on these matters.
13. Deal with enquiries by members of the public in person, by telephone or by correspondence.
14. Assist with planning enforcement and management in the borough.

#### General

15. Assistance with the wider aspects of the planning and regeneration functions by posting of site notices, monitoring building starts and providing feedback on development in respect of enforcement related issues.
16. Carry out any other relevant duties as may be required by the Head of Neighbourhoods and Prosperity and Planning Team Leaders.

#### **DESIGNATED CAR USER**

A designated car user status has been attached to this post.

#### **SPECIAL CONDITIONS**

Duties may include attendance at evening meetings and/or work outside normal office hours.

#### **RESTRICTIONS**

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

**NOTE**

The above job description sets out the main responsibilities of Planning Officer but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Performance Appraisal process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.

	Name	Signature	Date
Job description written by:	Steffan Saunders		_12_/4_/2018
Job description agreed by			___/___/___

Date of issue: April 2018

Additional notes for JE/HR.
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