



## Job Description

1. **Job Title:** Planning Officer
2. **Reports to:** Area Planning Manager
3. **Responsible for:**
4. **Grade:** Career Grade 4 or 5

**This is a career grade post. Appointment at the different entry levels will be dependent upon knowledge, skills, competency and business need at the time.**

### 5. Job Purpose:

At a level appropriate to the grade and stage of development of the jobholder:

- a) Implement planning decision making and development management reflecting the nature of the districts and how they function in accordance with strategies and policies.
- b) Pro-actively enable the making of, clear and timely planning decisions and recommendations, considering the needs of the community and the place.
- c) Represent both councils at parish and town council level on the implementation of spatial planning decision making and development management.
- d) Deliver on the communication of development management practice and principles.
- e) To seek opportunities to support the economy of Babergh and Mid Suffolk through the education of businesses as to development management and through signposting all available support. Provide specialist support, advice and information to businesses and citizens in respect of the postholder's areas of expertise and responsibility.

### 6. Specific Deliverables: (what the job is required to achieve)

At a level appropriate to the grade and stage of development of the jobholder:

- a) Provide a pro-active and proportionate approach to all aspects of development management and associated matters to bring together policy, strategy, stakeholder and relevant considerations within development management. Make proportionate risk aware recommendations on planning decision-making having proper regard to relevant policies and considerations which have an influence on the nature of the districts and how they function.

- b) Pro-actively and proportionately, deliver and communicate development management approaches, which includes appropriate corporate project team working and case project management, to risk aware planning decision-making in both councils that will deliver sustainable development across both districts and reflect the local distinctiveness of the area and aspirations of local communities.
- c) Provide expert advice on all planning and associated matters both in committees, appropriate appeal settings and other public forums and elsewhere having proper regard to the appropriate evidence and considerations base to ensure consistency of effective decision making and development management across both districts.
- d) Focus strongly on strengthening relationships with stakeholders / communities / neighbourhoods to bring about vibrant and balanced communities.
- e) Work collaboratively with colleagues within the ODT and within other service areas to ensure that the workload across both Districts is prioritised and resourced in a balanced way to safeguard the delivery of good customer service. Report on development management issues within the ODT to ensure corporate and senior officers are kept fully informed; and that the councils have met their obligations under the relevant legislation and employed best planning practice.
- f) Develop an advanced professional competency in an appropriate specialism to help refine and promote wider knowledge of that specialism throughout the ODT
- g) Represent both councils at parish and town council meetings to ensure that the development management approaches of both councils are communicated at community level and relevant opportunities for place shaping are recognised and pursued. Support the delivery of stakeholder and third party training and workshop facilitation concerning development management matters to promote relevant and proportionate community engagement in development management.
- h) Support, assist and facilitate the delivery of place shaping and community empowerment in collaboration with colleagues through Neighbourhood Planning, community led planning and other appropriate place shaping activities
- i) Work collaboratively with internal and external partners and train/brief ODT to modernise and improve service user experience
- j) Any other duties of a similar nature that may be required.

## 7. Key Relationships:

- a) This postholder will be required to work corporately and collaboratively within its own service and across all service areas in order to achieve the specific deliverables but will have particular key relationships with the Corporate Managers and colleagues in the Economy and Environment services.

## Additional information

Does this job require a DBS check? No

*(Please check with HR if you need advice on the criteria.)*

This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity.