



Role Description and Employee Specification

Job Title:	Senior Planning Officer	Location:	Cirencester
Department:	Planning Services	Service:	Development Management
Reports to:	Head of Planning Services.	Working Hours:	37 hours per week
Salary:	£39,883 - £43,040, per annum	Peer Group:	PGI-8
Business World Post Number:		Job Group:	Specialist - Level 2
Contract Type:	Permanent	Direct Reports:	Yes

Overall purpose of the Post:	Providing a high level of technical expertise, advice and direction to internal and external customers in relation to Planning matters, including the management of sensitive, open ended and complex case or project based work, whilst providing robust, sound judgements. To supervise Technicians and Planning Officers.
Key Tasks and Responsibilities:	<ul style="list-style-type: none">• Effectively manage and prioritise your own workload, largely unsupervised, working proactively with all officers to meet statutory deadlines• Independently handle a range of Development Management proposals, including residential, commercial, and other planning applications appropriate to your main area of focus (Majors or Non-Majors)• Act as departmental specialist and lead officer for designated technical areas and, where required, take responsibility for major development proposals and associated project work.• Exercise delegated authority to sign off planning applications in accordance with the Council's scheme of delegation and ensure decisions are robust and compliant with policy and legislation.• Promote strong team performance and contribute to continuous service improvement across both Majors and Non-Majors teams.• Play an active role in reviewing and monitoring service policies and procedures to ensure compliance and best practice.• Present your own applications at Planning Committee and briefing sessions, providing clear and professional advice.• Lead Member site visits and provide informed guidance on planning matters.• Attend meetings with stakeholders and members of the public on planning-related issues and specialist topics• Participate in Cabinet Meetings and Member Workshops, offering expert planning input.• Provide accurate and timely planning policy advice in person, by telephone, and in writing.• Line manage and mentor Assistant Planning Officers, supporting their professional development.• Work collaboratively with elected Councillors to deliver high-quality planning services

	<ul style="list-style-type: none"> • Maintain up-to-date knowledge of planning legislation and emerging policy changes. 		
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	<ul style="list-style-type: none"> • Planning or related degree. • Eligibility for full Membership of the RTPI. • Substantial (likely to be more than 5 years) relevant professional experience. • Experience of working flexibly as part of a team and collaborating with colleagues and stakeholders • Experience of being involved in continuously improving services and developing products to meet customer need • Ability to remain calm and confident when dealing with challenging customers and environments • Ability to resolve complex issues by negotiation • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes • Demonstrate commitment and resilience to succeed • Ability to work independently under pressure and within tight deadlines • Excellent written and verbal communication skills • Competent in using a range of technology and software packages, including Microsoft and Microsoft Teams 		
Desirable Requirements Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • Relevant recognised academic or professional qualification • Knowledge, understanding or experience of project management 		
General Accountabilities:	<ul style="list-style-type: none"> • Safeguarding – The Council is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities. • The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. • Work in compliance with the Codes of Conduct, Regulations and policies of the council. • To support the response to a major incident, including taking up a designated role within the emergency management framework. 		
Special Conditions:	<ul style="list-style-type: none"> • You will be expected to work reasonable additional hours in line with the needs of the service. • There may be a requirement to work at other locations to meet the needs of the business. • Full UK Driving Licence. • Ability to travel / access to a vehicle for work purposes. 		
Date Reviewed:		Reviewed By:	
Checked by HRBP		Date of Issue:	

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