



## Cumberland Council

### Post Specification

<b>Date</b>	<b>February 2024</b>
<b>Post Group Number</b>	<b>8518</b>
<b>Post Title</b>	<b>Planning Officer – Development Management</b>
<b>Job Family</b>	<b>Regulation &amp; Technical</b>
<b>Job Family Role Profile</b>	<b>RT12</b>
<b>Final Grade</b>	<b>12</b>

To be read in conjunction with the job family role profile

#### Service Area description

Development Management is a statutory service covered by the Planning Legislation.

Development Management is the part of the planning system that deals with applications for planning permission and other related applications, such as those for listed building, conservation area and advertisement consent. It also deals with enforcement against breaches of planning control.

Development Management is a vital Council function, and it is the enabler of well-designed homes, places of work, and important infrastructure such as hospitals and schools.

Government guidance sets out that the ultimate objective of the planning service is to deliver sustainable development.

#### Purpose of this post

To assist with the day to day running of the Development Management service by providing support to the planning team. To take the responsibility of dealing with an allocated case load of minor and other planning applications, prior notifications, permitted development and general planning enquiries.

To support and mentor less experienced members of staff to facilitate their professional development.

#### Key job specific accountabilities

The post holder will be expected to act in a professional capacity over the whole range of planning work undertaken by the Development Management Team, including planning enforcement. The range of work encompasses: -

1. To consider and determine major, minor and household applications in accordance with the statutory duties of the Council. Providing pre-application advice as appropriate.
2. Manage a dedicated caseload of all types of planning applications including major and complex applications from pre application and validation stage through to determination, discharge of conditions, appeals and planning enforcement matters.
3. Supporting the Planning Manager/Team Leader in managing and developing the Development Management Service, including the mentoring and coaching of subordinate staff.
4. Assisting with the validation of planning applications as necessary

5. Providing professional practical and technical planning advice within the Council to both officers and members, including presentation of planning applications at Planning Committee meetings
6. Providing professional planning advice to outside bodies, developers and the general public including pre application advice in respect of all application types.
7. Check compliance with planning conditions.
8. Investigate breaches of planning control.
9. Providing professional input to strategic planning, in particular the Local Plan, including development briefs, land supply and master planning.
10. Provide support to Team Leaders and Senior Officers as part of their caseloads including information gathering, research, analysis and monitoring
11. Research legal cases and relevant case law
12. Keep up to date with legislation relevant to this post.
13. To actively contribute in the identification and introduction of new systems and techniques to improve the way that the Council works and to generate efficiencies.
14. To investigate planning enforcement complaints and undertake monitoring of development sites to ensure compliance with approved plans and conditions and report back to Senior Officers as appropriate.
15. To be involved, as appropriate, in the event of emergency situations occurring within the Borough.
16. To undertake continuous professional development as prescribed by the post holders professional body
17. Undertake any other duties as might reasonable be requested by the Planning Manager within the experience and qualifications of the post holder, to ensure the most effective and efficient use of staff to meet corporate and service objectives. This may include project team and other cross unit working, involving the assignment of the post holder outside of their principal area of work, where suitably qualified and experienced, subject to agreement between the manager and the post holder. In particular, this may mean undertaking periods of work in both Development Management and Planning Policy.
18. All Employees have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Employees must co-operate with employers and co-workers to help everyone meet their legal requirements.

**Please note annual targets will be discussed during the appraisal process**

#### **Key facts and figures of the post**

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise less experienced colleagues including Assistant Planning Officers by supporting and mentoring them</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Performance management to achieve national KPI targets</li> </ul>

#### **Essential Criteria - Qualifications, knowledge, experience and expertise**

- Graduate with a related degree or recognised equivalent providing eligibility for RTP1 Membership
- Ability to demonstrate knowledge of the planning process and planning legislation.
- Evidence of continuing professional updating and development.
- Sound knowledge of development management procedures.
- Good knowledge of Government advice, guidance and legislation as it relates to development management and planning in general.
- Previous public sector development management experience is desirable.
- Significant knowledge of planning law and other legislative issues facing local government.
- Evidence of understanding and working knowledge of ICT systems.
- Ability to communicate in a clear and unambiguous manner, with good interpersonal skills.
- Ability to manage own workload.
- Ability to work to deadlines.
- Ability to prioritise work.
- Ability to work as part of a team and understand own impact on others

<ul style="list-style-type: none"> <li>• Ability to handle difficult and sensitive situations</li> <li>• Full driving licence and access to a car.</li> </ul>	
<b>Disclosure and Barring Service – DBS Checks</b>	
<ul style="list-style-type: none"> <li>• This post does not require a DBS check.</li> </ul>	
<b>Job working circumstances</b>	
<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>• Dealing with objectors and awkward customers and handling sensitive situations can be emotionally demanding.</li> <li>• Must have the ability to say no</li> <li>• Must be diplomatic and possess active listening skills</li> <li>• Must be able to deal with confidential information in a sensitive way</li> <li>• Must be able to operate in a political environment and deal with the demands of Elected Members</li> <li>• High work loads also increase stress levels</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• The post is more mentally demanding rather than physically demanding</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Home/Office but post does require some on site work which raises health and safety implications</li> </ul>
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li>• Must have driving licence and access to vehicle for business purposes</li> </ul>	