



JOB DESCRIPTION

Post title: Planning Officer (Development Management)
Service: Spatial Planning
Grade: 4/5

Main Purposes of the Post:

Advising applicants, agents, members of the public, Authority Members and Parish/Town Councils on all planning related matters. Dealing with development management casework and other related matters, in accordance with adopted policies and procedures, through an integrated team based approach and as determined by the Director of Spatial Planning and Senior Planning Officers.

Duties and Responsibilities:

1. Examination and consideration of a range of applications in accordance with statutory deadlines; carrying out, as necessary, site inspections and negotiations with applicants and/or their agents and specialist staff to ensure that all material planning considerations and representations are properly considered.
2. Advising applicants, agents, members of the public, Authority Members and Parish/Town Councils on all planning related matters.
3. Adopting a customer focused approach to the Development Management service by providing a prompt, helpful and courteous response to enquiries on the service by members of the public, Authority Members and Parish/Town Councils.
4. To provide pre-application planning advice by discussion and negotiation with applicants, and/or their agents, prior to the submission of an application.
5. Maintaining accurate and reliable records in relation to casework and preliminary enquiries including computer and photographic records.
6. Working with other staff to ensure that developments are monitored and, where necessary, preparing and presenting reports and recommendations in respect of enforcement action.
7. The carrying out of site inspections, meetings and negotiations with interested parties, other members of the integrated development management team and specialists, to achieve a satisfactory resolution of identified breaches of control.

8. The investigation of complaints of alleged unauthorised developments ensuring that all are investigated promptly and brought to a conclusion within the terms of the Enforcement Code of Practice.
9. Ensure accurate and timely information is entered into the internal data management system to enable performance reports to be produced.
10. To assist with the preparation of appeal statements and proofs of evidence in respect of any appeal.
11. To work safely, ensuring all safety procedures and other controls identified by risk assessment are complied with and incidents reported promptly and appropriately.

Additional duties and responsibilities which must be competently performed and fulfilled in order to progress to Grade 5:

12. Presentation of planning reports to the Development Management Committee and at member site inspections.
13. Liaise with and assist the Authority's Legal representatives in the preparation of legal agreements.
14. Preparing appeal statements and proofs of evidence, within set deadlines and representing the Authority as lead planning officer at hearings and public inquiries.
15. Contributing to other work of the Planning Team including dealing with other planning and related applications and wider National Park Authority work including the review of policies and procedures as determined by the Director of Spatial Planning or Senior Planning Officers.
16. Demonstrate willingness and commitment to formal training and continuous professional development leading to a professional Town Planning qualification and RTPI membership (if not already qualified).

This job description outlines the current duties required for this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility.

January 2025

