

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

Job Title:	Planning Officer (Development Management)	Grade:	7
Directorate:	Regeneration and Development	Service:	Planning (Development Management)
Post No:	JE Ref:	Date of Issue:	November 2022
Responsible to:	Senior Planning Officers		

Main Purpose of Job:

To act as case officer and make professional recommendation on planning applications and related matters and contribute towards the efficient delivery of the Development Management Service.

Main Tasks/Duties/Responsibilities

1. To assist the Development Manager in the efficient delivery of the development management service and its continued improvement.
2. To act as case officer and deal with planning and related applications including the carrying out of site visits, preparation of reports and making recommendations, monitoring development to ensure it accords with the approved plans and consideration of compliance with conditions.
3. To pursue as case officer alleged breaches of planning control and to make recommendations as to whether it is expedient to take enforcement action, and the nature of that action.
4. To prepare statements in response to appeals and to appear at informal hearings as the representative of the Council.
5. To deal with general planning enquiries from developers, their agents, members of the public and Members.
6. To assist in the formulation of Supplementary Planning Documents and other related documents.

Occasional Tasks/Duties/Responsibilities

1. Attendance at Committee or other meetings, site visits and undertaking other duties in the evenings and at other unsociable hours.
2. To act as expert witness at Public Inquiries as the representative of the Council.

General

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
3. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
4. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.
6. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Equality Act).
7. To be familiar with the obligations and requirements of the council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.

This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.