

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

Job Title:	Senior Planning Officer	Grade:	11
Directorate:	Regeneration and Development	Service:	Planning
Post No:	DD316	JE Ref:	
		Date of Issue:	May 2023
Responsible to:	Development Management Manager		

Main Purpose of Job:

To support the Development Management Manager in the day-to-day operational management of the team and delivery of an efficient and continually improving development management service. To provide leadership on the supervision and direction of Planning Officers and support staff and functional leadership on the development, implementation and maintenance of efficient and effective procedures/systems relating to area(s) of planning improvement, as directed by the Development Management Manager. To undertake the day-to-day processing and determination of planning applications and related workloads. To make planning decisions, under delegated powers, and to deal with correspondence relating to these matters, or such cases as may be directed by the Development Management Manager.

Main Tasks/Duties/Responsibilities

1. To directly support day-to-day team leadership to ensure work processes, standards and compliance are maintained and continuously improved, as well as address any performance issues as they arise quickly and in accordance with policies.
2. To directly support the operational management of the team, including overseeing people, undertaking 121s and appraisals, and responding to performance information.
3. To assist the Development Management Team Manager in the setting and achievement of targets, including the implementation and maintenance of suitable systems for monitoring performance.
4. To determine, under delegated powers, planning applications and provide advice and support to Planning Officers in undertaking their role as case officers for these applications.
5. To act as case officer and deal with planning and related applications and planning obligations, prepare and present Committee reports, and implement and monitor resulting decisions.
6. To pursue as case officer, in conjunction with the enforcement officer(s), alleged breaches of planning control, including the processing of any related planning applications and appeals.

7. To prepare statements in response to planning and enforcement notice appeals and act as expert witness at Public Inquiries, Hearings and in Court, as required.
8. To deal with general planning enquiries of whatever nature, including any related research, and support and provide guidance to planning officers and planning support team officers in their role in dealing with general planning enquiries.
9. To produce development briefs, Supplementary Planning Documents and other related documentation.
10. To advise as appropriate and when required, senior officers and Members on any issue, operational and strategic, associated with any issue which might give rise to media attention and/or external security.
11. To establish and maintain effective working relationships with key partners and stakeholders within the organisation and externally.
12. To play a full part in the work of the Service as required and contribute to the establishment of Service and Directorate objectives and targets in appropriate areas.

Occasional Tasks/Duties/Responsibilities

1. To deputise for the Development Management Manager as required in conducting Members' site visits, attending Committee Meetings and other Member briefings/meetings.
2. To represent the Development Management Section at working groups.

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.