BRENTWOOD BOROUGH COUNCIL

[LOCAL SCHEME OF CONDITIONS OF SERVICE]

JOB PARTICULARS

POST:	Planning Officer - Development Management
POST REFERENCE:	TBC
SERVICE:	Planning Development
DEPARTMENT:	Planning
BRENTWOOD GRADE AND SCALE:	Grade G (SCP33 - 37)
CONTRACT TERM:	Permanent
SALARY (BASIC):	£31,951 - £35,391 (Starting salary dependent upon skills and qualifications, progression subject to satisfactory performance)
ALLOWANCES:	Essential User Car Allowance
PENSION:	On joining the Council, employees will automatically become Members of the Local Government Pension Scheme. The employees' contribution rate, based on annual pensionable earnings, is between 5.5% and 7.5%.
CAR LOAN FACILITY:	As part of the Council's "Recruitment and Retention" package, loan facilities for the purchase of a motor car have been extended to all permanent staff under the Scheme's amended rules and conditions, at the discretion of the Head of Paid Service. In certain circumstances the Scheme shall also apply to staff with leased vehicles, but not to those who already have outstanding car loans. Full details available from the HR Helpdesk.
PROFESSIONAL FEES:	The Council will be prepared to pay the professional Membership Fee to one approved Institute, appropriate to the nature of the work and responsibilities to be undertaken.
CHILD CARE VOUCHERS:	Childcare vouchers work by salary sacrifice, which means that you receive the vouchers instead of part of your salary. Unlike your salary, childcare vouchers are free of tax and national insurance, which could save you over £900 a year, depending on individual circumstances. Full details of the scheme are available from the HR Helpdesk.

SEASON TICKET LOAN (PUBLIC TRANSPORT)	An interest free season ticket loan for public transport is available, subject to conditions of the Scheme and authorisation of the Chief Executive.
HOLIDAY ENTITLEMENT:	Minimum leave 27 days (30 days after five years Local Government service).
PERIOD OF NOTICE:	Two calendar months.
WORKING HOURS:	37 hour week Monday - Thursday 8.30am to 5.00pm Friday - 8.30am to 4.30pm A scheme of flexible working hours operates within the Council by agreement with line management and operational needs. The postholder may be required to attend evening Council or Committee or other meetings outside normal office hours as necessary to carry out prescribed duties and responsibilities. Overtime working is required on occasions for which payment would be paid where appropriate and authorised by management in advance. There is no payment for overtime at this grade level.
CLOSING DATE OF APPLICATIONS:	To be submitted by 11th September 2017
INTERVIEW DATE:	To be arranged in due course.
INTERVIEW EXPENSES:	Brentwood Borough Council does not reimburse candidates
INFORMATION:	For informal discussion and information, please telephone Caroline McCaffrey on 01277 312 500.
ACKNOWLEDGEMENTS:	It is expected that candidates invited for interview will be informed within 1 month of the closing date. In the interest of economy, it is no longer the Council's practice to acknowledge the receipt of applications or, to notify unsuccessful candidates other than those called for interview. Applicants who wish to receive acknowledgements should attach stamped addressed envelopes to their completed application form. If only one envelope is received it will be assumed that you wish only for the receipt of your application to be acknowledged.

Once completed this Application Form and Equal Opportunity Monitoring Supplement should be returned to:

Brentwood Borough Council
Britannia House
Mere Way

Ruddington
Nottingham
NG11 6JS

Please mark applications “Staff Appointment for the attention of Human Resources”.

Brentwood Borough Council

Job Profile

Post Title	Planning officer – Development Management
Grade	Grade G
Post Reference	
Service Area	Planning – Development Management
Reporting Relationships	
Responsible to:	TPS Team Leader Senior Planning Officer
Responsible for:	None

Main Purpose of Job

To assist in the provision of a fair, efficient and quality Development Management service, ensuring that all procedures are followed and targets are met.

The assessment of planning applications against established planning principles, national planning policies, the council's adopted local plan policies and all other material considerations to produce a reasoned and justifiable recommendation for Members of the Council to determine the granting or refusal of permission.

To fulfil this role within the framework of service objectives, the Council's corporate objectives and policies and any legal requirements.

Main Duties and responsibilities

The general duties and responsibilities of the postholder will fall within the following general areas, subject to the overall direction, policy guidelines and specific instructions of TSP of the Chief Executive.

1. Assist in ensuring the development Management Team fulfils the commitments, mission and objectives of Planning services and the Council as a Whole.

2. Ensuring that all procedures are followed and that all targets are met.

3. To be acquainted with the various Acts relating to the Council's statutory responsibilities with regard to planning matters, including the relevant legislation, orders, circulars and policies.

4. Keeping abreast with changes in such legislation and Government advice and making the necessary changes to practice and procedures arising therefrom.

5 To assist in achieving and maintaining Investors in People accreditation and ensuring that own training and development needs are met.

6 Maintaining a ‘Customer’ orientated approach including fostering good relations with local bodies, including Parish Councils, Amenity Societies and the Chamber of Commerce.

7 Dealing with the processing of minor householder planning applications and less complex enforcement cases, ensuring validity, visiting sites, analysing planning history, carrying out consultations, assessment and drafting of recommendations.

8 Meeting applicants or their agents regarding applications of draft proposals, carrying out negotiations and giving advice on the Council’s policies as they affect development proposals.

9 Dealing with members of the public regarding planning enquires, as appropriate.

10 Drafting letter and preparing reports, including Committee reports on planning and other applications and associated matters.

11 Processing proposals for the making of Tree Preservation Orders and requests for the work to preserve trees.

12 Liaising and providing information or advice to other sections of the Directorate, other Council Directorates, Council Members, member so the public and outside bodies and organisations.

13 Attending meetings, including meetings of the Council and its Committees (including committee site visits), as required by the **Client Planning officer** and ensuring that any necessary action arising from discussions at such meetings is dealt with by Planning Services and is carries out properly and expeditiously.

14 According to qualifications and experience post holder will be responsible for the preparation of statements in respect of appeals mane against the Council’s decisions on planning and other applications. Preparing and giving of evidence on behalf of the Council at public inquires and informal hearings.

15 Undertake development inspections, investigating braches of planning control and processing less complex enforcement cases.

16 Acting at all times in a manner reflecting the aims and objectives of the Council, as instructed by the TPS and Chief Executive, including the pursuance of maintaining an efficient Development Management service

17 Such other responsibilities compatible with the potholder’s qualifications and experience as may be assigned by the Team leader.

18 Attendance of evening meetings of Elected Members will be required in connection with the officer’s duties and responsibilities. In addition, there will be occasions

when if necessary for the post holder of the appointment to attend other meetings and perform other duties outside normal office hours in order to carry out his/her work satisfactorily.

This document is subject to review to reflect any changing operational needs of the service and the Council.

Person Specification

Qualifications and Knowledge

- Current Driving Licence
- Experience in Development Management in a local authority planning office

Skills and Experience

- Articulate and able to communicate effectively
- Ability to work under pressure and achieve deadlines
- Thorough and well organised
- Computer literate with sound working knowledge of Microsoft packages, including word, powerpoint, outlook DMS Preferably iDOX
- Numerate
- Ability to work as a team member
- Ability to work with minimal supervision
- Adaptable
- Ability to work under pressure and achieve deadlines
- Ability to deal with people in various situations in a polite but informative and positive manner
- Self confident and self-motivated.

Date: 09 August 2016