Job title Senior Planning Officer

Grade 9

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

* Have access to more good jobs and share the benefit of economic growth
* Be healthier and more independent for longer
* Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

Economy, Infrastructure and Skills brings together a range of statutory and non-statutory services that help create thriving, prosperous and healthy places in Staffordshire. Home to a number of our council's universal services, our top priority is to enable the Staffordshire economy to grow and support the creation of more good jobs. We support the planning, delivery and management of key infrastructure including highways, broadband and 5G, employment sites, minerals and waste sites, transport schemes and flood risk management. We work closely with partners at a local, regional and national level to grow the economy. We offer our own business support functions and support adult skills and employability through our adult and community learning offer. A big part of our focus is in securing external funding from a range of sources so we can unlock opportunities for sustainable growth. We play a key role in supporting the Climate Change agenda, including responsibilities for transport planning and delivery, home to school transport and the safe disposal of waste collected across Staffordshire.

Reporting Relationships

Responsible to the Planning, Policy and Development Control Manager.

Responsible for such staff as may be placed under the Postholder’s control from time to time.

Key Accountabilities:

1. To deal with:

* minerals and waste planning applications / submissions; or,
* County Development planning applications / submissions; or,
* minerals and waste planning policy documents / projects / activities;

in a timely manner and to meet performance targets in the Service Delivery Plan.

2. To deal with planning consultations referred to the County Council.

3. To normally deal with small to medium sized and routine to moderately complex / controversial planning applications, appeals or routine to moderately complex / controversial planning policy documents / projects / activities. For example the post holder would normally be expected to deal with small to medium sized planning applications but not normally including those accompanied by Environmental Statements; deal with written representation inquiries and appear at informal hearings but not normally act as an expert witness at public inquiries; or the post holder would normally be expected to prepare supplementary planning documents and prepare written evidence and present that evidence at subsequent informal hearings and examinations or carry out research and analysis to support the preparation of development plan documents but not normally be responsible for drafting development plan documents or acting as an expert witness at subsequent public inquiries / examinations.

1. To develop personal performance / competencies to contribute towards the performance of the team.

5. To provide relevant, accurate and timely pre-application advice on planning matters to prospective applicants or to provide relevant, accurate and timely planning policy advice.

6. To support officers involved on special projects or by developing specialist expertise.

7. To attend Planning Committee to give advice in connection with the determination of planning applications or the adoption of planning policy.

8. The post holder may have to attend external committees and working groups connected with related work activities.

1. The grade reflects the case that the post holder will be dealing with relatively smaller and less complex / controversial work compared to the workload of a Principal Planning Officer but relatively larger and more complex / controversial compared to the workload of a Planning Officer (as described in para. 3 above). The level of supervision necessary will also normally be relatively more than that given to a Principal Planning Officer but relatively less than that given to a Planning Officer.

10. The post holder starting at Grade 9 will need to:

* hold an appropriate degree and a post graduate qualification so that the post holder is eligible for corporate membership of appropriate professional institution; and,
* hold substantial post qualification experience and competencies  
  (usually equivalent to at least 2 years post qualification / equivalent to 4 years overall)

11. To be prepared to undertake further training as and when required.

13. To contribute to meeting targets as set out in the Service Delivery Plan.

14. To undertake such other duties as may be allocated from time to time in accordance with the general nature and grading of the post.

15. A current driving licence is required, and this post has been allocated a Casual Car Users allowance.

16. To ensure that any staff placed under the post holder’s supervision receive appropriate training and development.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

* **Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

* **People Management**

Engaging with People Management policies and processes.

* **Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

* **Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

* **Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

* **Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**  An appropriate planning degree or other similar qualification  Eligible for corporate membership of appropriate professional institution | A |
| **employer_small** | **Knowledge and Experience**  Knowledge and experience in dealing with:   * development management matters (ideally in association with minerals and waste planning applications / county developments); or, * planning policy documents / projects / activities (ideally related to minerals and waste planning policy); and, * developers, consultants, agents, landowners, and the public on planning matters; and,   Experience in working in multi-disciplinary teams  Employment or other experience which can demonstrate the skills, competencies and personal qualities listed below. | A & I |
| **employer_small** | **Skills**   * ICT skills including the use of Microsoft 365 based software such as SharePoint, Teams, Outlook, Edge, Word, Excel, and in the use of bespoke planning software. * Organisational skills. * Record keeping skills. * Attention to detail. * Written and oral communication skills. * Representational, persuasive, negotiating skills. * People and customer management skills. * Confidence, energy, commitment to excellence and quality, analytical with bias for action. * Interpersonal skills and personal qualities for dealing with difficult situations and difficult customers. * Breadth of knowledge. * Tenacious and persistent. * Political awareness. * Self-understanding and commitment to personal and employee development. * Self-motivated and conscientious. * Initiative to work on own. * Pro-active. * Environmentally aware whilst sensitive to the need for progress. * Full driving licence as this post is designated as a casual car user for regular use in connection with business duties and responsibilities. | A & I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Shared Services on 01905 947446**

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