

## Job Description

<b>Job Title</b>	Planning Officer
<b>Directorate</b>	City Development
<b>Service Area</b>	Planning & Building Control
<b>Grade</b>	6
<b>Competency Level</b>	1
<b>Salary</b>	£35,412 - £ 39,862
<b>Job Type</b>	Office Based
<b>Location</b>	Citywide
<b>Disclosure and barring service (DBS)</b>	Not Required
<b>Job Evaluation Ref No</b>	

## Job Purpose

To carry out a full range of development management functions within the development management team and provide a modern, customer focussed and business friendly service.

### Directly Responsible For:

Not applicable

## Directly Responsible To:

Principal Planning Officer

## Main Areas of Responsibility:

- To use all resources (both time and financial) allocated to specific projects and areas of work effectively and efficiently in accordance with Service objectives and the Team's work programme
- The assessing and processing the full range of planning applications and also applications for consent to display advertisements and demolish/alter Listed Buildings etc including: the carrying out of all necessary consultations and negotiations; the preparation of recommendations and reports
- To carry out the full validation process for planning applications including the checking of drawings, assessing of fees and permitted development rights
- Dealing with appeals against planning decisions, including the preparation of the Council's case and the presenting of evidence at hearings, where appropriate
- Dealing with pre application enquiries
- To provide statistical information and contribute to key performance indicators
- To operate in accordance with objectives, targets and timescales required undertaking duties in accordance with regard to qualifications and experience
- Contribute to sustainable development in all duties undertaken
- Embed the Local Plan's vision and strategic priorities in planning decision making to help maximise development opportunities

## **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## **Physical Demands of the Job:**

- The job would include using a computer and sitting at a desk for prolonged periods of time

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement

- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- A degree/diploma or equivalent in Town Planning or working towards a qualification or proven relevant experience in a planning office (A)

## Experience

### Essential

- Experience of assessing and determining a full range of planning applications (A/I)
- Proven relevant experience in a planning office (A/I)
- Experience of dealing with planning appeals and preparing appeal statements (A/I)
- Experience of checking plans and associated validation (A/I)
- Producing statistical information and monitoring workloads and producing performance management reports (A/I)

## Skills/Abilities

### Essential

- Ability to work to tight deadlines (A/I)
- Excellent communication skills including proven report writing skills (A/I)



- Proven and confident negotiation skills (A/I)
- Excellent ICT skills demonstrating experience of working with a full range of ICT software and GIS (A/I)
- Ability to work as part of a team (A/I)

## Desirable

- Excellent organisational skills

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Commitment to provide a quality development management service

## Other

### Desirable

- Full Clean driving licence
- A positive pro-active approach to development management in an urban authority
- Self motivated, with the ability to work with the minimum of supervision, and be well organised