

## Job Description

<b>Job Title</b>	Senior Planning Officer
<b>Directorate</b>	City Development
<b>Service Area</b>	Planning & Building Control
<b>Grade</b>	7
<b>Competency Level</b>	2
<b>Salary</b>	£39,513 - £44,711
<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 including the assessing of all types and scale of applications. Conserve the City's heritage whilst enabling appropriate development across the city to provide a modern, customer focussed and business friendly service.

### Directly Responsible For:

Not applicable

## Directly Responsible To:

Development Management Team Leader

## 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 of all types and scale of planning applications and 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; and attendance at Committee meetings as required
- The pursuance of enforcement action in conjunction with the enforcement team in relation to unauthorised development and non-compliance with planning conditions
- Dealing with appeals against planning decisions, including the preparation of the Council's case and the presenting of evidence at Public Inquiries and hearings, where appropriate
- To determine pre application enquiries
- Responding to development enquiries from within and outside the Council
- Representing the Council in meetings
- To assist and provide advice to the policy team in relation to the preparation of the Local Plan and subsequent supplementary documents and guidance notes
- Embed the Local Plan's vision and strategic priorities in planning decision making to help maximise development opportunities
- To have a good understanding of contract management

- Contribute to sustainable development in all duties undertaken

## **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:**

- Standing for short periods time
- Sitting for medium to long periods of time
- VDU working for long 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 2**.

[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.

# Personal 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 experience in Town Planning. The resultant qualification must be RTPI recognised (A)

### Desirable

- Evidence of allied skills (e.g. urban design, DM policy work, local plans)

## Experience

### Essential

- Relevant experience in a planning office dealing with planning applications (A/I)
- Experience of processing planning applications of all type and scale including major applications (A/I)

### Desirable

- Experience of dealing with planning appeals

## Skills/Abilities

### Essential

- Ability to identify problems, set objectives, work to deadlines and monitor results (A/I)
- Proven and confident negotiation skills (A/I)
- Excellent report writing skills (A/I)
- Ability to work as part of a team (A/I)
- Excellent organisational skills (A/I)
- Self-motivated with the ability to work with a minimum of supervision and be well organised (A/I)

### Desirable

- Excellent communication skills
- Excellent ICT skills
- Problem solving skills

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Commitment to service improvements and providing a first class customer focussed service
- Commitment to undertake relevant training in urban design or architecture to recognised qualification level

## Other

### Desirable

- Full Clean driving licence
- A positive pro-active approach to development management in an urban authority