

Job Description

Job title and post number	Senior Planning Officer
Service Area Directorate	Planning (Development Management) Directorate of Place
Reports to	Team Leader (Development Management)
Direct reports	None
Grade	Grade 10
Salary range	£36,363 to £39,152 per annum.

Job purpose

- A. To evaluate and determine less complex “major” planning applications, “minor” planning applications, all “other” applications and associated other submissions made to the Council for determination in a timely and appropriate manner.
- B. To represent the Council on appeal in defending decisions taken to refuse planning applications.
- C. To support the Team Leader (Development Management) in delivering the Council’s Development Management function.

Duties and responsibilities

1. To determine less complex “major” applications, “minor” applications, all “other” applications and other submissions made to the Council in a timely and appropriate manner as allocated commensurate with experience.
2. To negotiate as necessary extensions of time on planning applications.
3. Undertake validation of applications and all necessary publicity and site visits to determine applications as necessary.
4. To provide pre-application advice on planning matters and applications in accordance with the procedures and policies of the Council, including attendance at externally supported pre-submission meetings and reviews.
5. To negotiate on submitted applications and prepare reports for either Planning Committee determination or under delegated powers for determination.
6. To negotiate and conclude section 106 legal agreements on applications as appropriate and in accordance with the Council’s planning policies.

7. To discharge conditions on approved applications.
8. To attend and present applications at Planning Committee including summarising the key issues in a verbal presentation and responding to Members questions as appropriate.
9. To assist in the preparation of Planning Committee and ensure that all the visual presentations/information prepared for the Planning Committee is appropriate and up to date.
10. To engage with the Principal Planning Officer (Enforcement) to ensure that appropriate action is taken over unauthorised development and to respond to complaints as necessary.
11. To ensure, as appropriate, the implementation of procedures designed to safeguard Listed Buildings, Conservation Areas, Protected Trees and Woodlands, including dealing with applications for any necessary consents.
12. To supervise and present the Council's case at appeals, including Hearings and Public Inquiries as appropriate.
13. To deal with correspondence and requests for information and assistance on Development Management matters and ensure they are properly dealt with.
14. To work with other Officers as appropriate to ensure that questions on Development Management matters in land charge searches are adequately answered.
15. To collaborate with other Sections of the Service and with other Departments, Parish Councils and other authorities in the exercise of the Council's Development Management responsibilities.
16. To assist the Team Leader (Development Management) and Principal Planning Officers in the mentoring of junior staff, as agreed by the Team Leader (Development Management).
17. Such other duties commensurate with the grading of the post as may from time to time be determined.

Working conditions

You will be expected to attend site visits to assess the merits of planning applications.

Physical requirements

No specific requirements.

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.

- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	Planning Manager - Development Management
Date approved:	28.10.2025
Reviewed:	Team Leader – Development Management