

Planning Officer (Permanent / 37 hours per week)

Grade B2/C1 - £25,419 - £30,984 per annum
(Career Grade Post - you will be placed within the relevant grade dependent on qualifications and experience)

North Kesteven District Council is seeking an **experienced Planning** professional although those who only attain part of the career grade stages will be considered; This post puts you at the heart of the planning team which is critical in the delivery of the Council's Development function.

The Council has an ambitious agenda to deliver significant growth through implementation of the Central Lincolnshire Local Plan (CLLP) and this role will offer the opportunity to be involved in delivering this growth. The Council's growth agenda is set within the context of the climate emergency.

Job Requirements:

- At least 2 'A' levels or equivalent, with one in geography being highly desirable, and at least 5 GCSE passes including Mathematics and English Language
- Demonstrable evidence of working in a planning or development related function in the public or private sector.
- Ability to read and understand technical drawings and plans

Key Responsibilities:

- Managing a varied caseload encompassing a mix of planning applications ranging from residential extensions, listed building consents, and small-scale housing and commercial schemes across the District
- You will assist Senior Officers in the delivery of major strategic projects
- Monitoring of housing delivery

Key Attributes:

- Able to demonstrate a proactive attitude towards problem solving
- Highly organise, confident and conscientious
- Excellent report writing
- The ability to maintain a positive working relationship with elected members
- Committed to customer service excellence and a quality built environment

You will be required to apply a high level of attention to detail when carrying out this role, to support the delivery of the planning function, and show an appreciation of the contribution local government can make to the welfare of the people living, working, and visiting the district. If you feel you have what it takes, this could be the role for you.

If you would like an informal chat about this post, please contact Mark Williets, Development Manager, on 01529 308296 or Steve Watson, Principal Planning Officer on 01529 308074.

To complete an application form and further details, please visit our website www.n-kesteven.gov.uk

The closing date for all applications is **25 September 2022**
The interview date will be **13 October 2022**



North Kesteven
DISTRICT COUNCIL

POST TITLE: Planning Officer

Technical & Service Delivery B2 – Generic Role Profile

JOB PURPOSE:

To apply technical skills and knowledge across the service ensuring a high standard of customer service and to support the delivery of the NK Plan.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Provide technical, policy or procedural advice and guidance to colleagues and customers.
- To develop and provide instruction, guidance and training to colleagues as required.
- Support the development of and follow procedures to ensure adequate resources are available to meet the needs of the service as appropriate.
- Respond and resolve a range of enquiries or problems, judging when to pass serious and/or complex enquiries or problems to a more senior officer.
- Diagnose and rectify faults/problems with equipment, systems and or procedures, liaising with other teams and/or partners as appropriate.
- Support the development and implementation of new methods, techniques, equipment and/or systems.
- Undertake routine financial and data processing, including raising orders and requisitions, checking and maintaining stock in accordance with approved relevant procedures, ensuring security is maintained.
- Ensure a range of service-specific data is accurately recorded and securely maintained.
- Plan and prioritise own workload to ensure operational efficiency, responding to new demands, including those arising from non-standard work.
- Assist in the production and delivery of service-specific reports, briefings and presentations.
- Receive and respond to general enquiries from customers (external and/or internal), referring requests outside of one's own knowledge base/responsibility to the appropriate person/area in order to provide an efficient and effective service.
- Monitor and maintain a safe working environment for self and others.
- Promote a positive image of the service area and the Council as a whole.
- Ensure effective communication with Councillors and team members at all levels.
- To lead by example by embracing and living the organisation's values and behaviours.
- To undertake such other duties as may be determined from time to time, within the general scope and commensurate with the grade of the post. Duties outside the scope of the post may be undertaken with the consent of the post holder.

FOR TEAM LEADERS:

- Directly line manage colleagues to deliver the service.
- Ensure staffing levels are appropriate to meet the service need and customer demand.
- Recruit, train, appraise and develop team members - being the first line for the team's performance management.
- Monitor performance and take appropriate corrective action to ensure performance levels are consistently met in line with the Competency Framework.

KNOWLEDGE, SKILLS & EXPERIENCE

- Either academic or vocational qualifications
Or

- Equivalent work experience in a comparable setting
- Developed numeracy, literacy and IT skills as appropriate
- Specialist knowledge of relevant systems/equipment/processes
- Initiative and judgement to resolve problems independently
- Ability to communicate clearly through multiple channels
- Knowledge of relevant legislation, policies and procedures
- Ability to assess data and information and to identify problems
- Skills in influencing and negotiating with colleagues, customers and partners

OUR COMMITMENT:

NKDC is a people-focused, honest and high-performing organisation, which utilises teamwork to deliver a professional service to our customers and partners and in making positive contributions in support of a District of Flourishing Communities.

All our employees are supported to manage their workload, take responsibility, be proactive about their own development, to work effectively with others, and to meet our customers' needs; and where relevant are supported to be effective managers and leaders. We expect all employees and volunteers to comply with all current legislation, Council Policy and procedures including but not limited to duties defined in the Health and Safety at Work etc Act 1974, the Council's Health and Safety Policy, and any specific Council policies as appropriate to their role.

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all employees and volunteers to share this commitment. All employees who come into contact with children, young people and adults at risk are expected to comply with all requirements detailed within the Safeguarding Policy.

We work closely with Union representatives to help ensure approaches and solutions adopted are fair and equitable across our workforce. All employees have the right to join a trade union and to take part in its activities. All employees also have the right not to belong to a trade union.

MANDATORY JOB REQUIREMENTS

- At least 5 GCSE passes (C or above preferred) or 5 Ordinary level passes to include Mathematics and English Language.
- At least 2 'A' levels or equivalent, with one in geography being highly desirable.
- Demonstrable evidence of working in a planning or development related function/office in the public or private sector.

The post is a career-graded role with the starting grade/salary to be based on qualifications and experience, and further progression based on academic achievement, competency and meeting other requirements (see table below).

Planning Officer Grades	Academic Achievement	General Competency	Additional Requirements
B2 – Probation SCP 18	2 A levels or equivalent in geography (desirable) or a related discipline	Shadowing and Basic Householder Applications, DISCONS, PD enquiries, basic development monitoring	Evidence of working in planning or a development related sector or Local Government Authority
B2 – Progression SCP 19	Completion of probationary period	Householder Applications, non-material amendments, prior notifications, advert consents, development monitoring, LBCs, small scale residential (1 or 2 plots) and commercial (extensions, small scale new build), planning duty rota	Minimum 6 months' experience in DM dealing with processing and determining planning applications against the local plan and other material considerations
C1 - Qualification Route OR C1 - Experience Route	Completion of accredited RTPPI degree or masters in planning studies RTPPI accreditation through experience	All development categories, including small scale major developments and associated appeals All development categories, including small scale major developments and associated appeal	Minimum 1 years' experience in DM or planning policy or equivalent private sector practice dealing with processing and determining planning applications against the local plan and other material considerations Completion of 6 years' experience in DM dealing with processing and determining planning applications against the local plan and other material considerations

Why join North Kesteven District Council?



Currently shortlisted for the local government sector's biggest accolades and recognised for our strength, stability and supportive working environment, North Kesteven District Council **is going places**.

Successful Partnerships



With a scale of ambition and achievement that belies our size, North Kesteven is widely recognised as **an effective, positive and well-respected partner** that is future focused in regard to both the communities we serve and the colleagues who work at NKDC collaborating in successful outcomes.

Awards



- Local Authority of the Year finalist in the MJ Awards 2022
- Council of the Year finalist in the LGC Awards 2022
- Chief Executive of the Year finalist in the MJ Awards 2022
- Investors in People Gold Accreditation 2021
- Investors in People – Health and Wellbeing Gold Accreditation 2022
- Active Lincolnshire's Workplace Wellbeing Award Winner 2021 & 2018
- Colleague motivated by Council wellbeing offer awarded for Active Change and as Active Champion 2021 by Active Lincolnshire
- Campaign of the Year finalist in LGC Awards 2021 for communications partnership work

Commitment to Net Zero



Accelerating bold climate action aspirations, building homes at pace and to high-levels of energy-efficiency, growing capacity and confidence in the local economy, enhancing the local environment, delivering excellent services in ways that customers want them and investing heavily in advancing a District of Flourishing Communities, we draw on the talents of everyone with the team in achieving meaningful progress. With a direct thread linking every colleague's individual action directly to our overarching vision and purpose, it is as important to us that everyone sees how they contribute to and connect with our climate aspirations, as much as to our overall service delivery plans and personal wellbeing commitments.

Your Wellbeing



Your wellbeing is as important to us as it is to you; with an agile working preference to facilitate a positive work-life balance, dedicated and award-winning provision of paid wellbeing time, discounted leisure access, generous healthcare and pension arrangements and a supportive culture that is championed throughout the organisation and recognised by public-sector leaders as a 'key priority' for us.

The Benefits

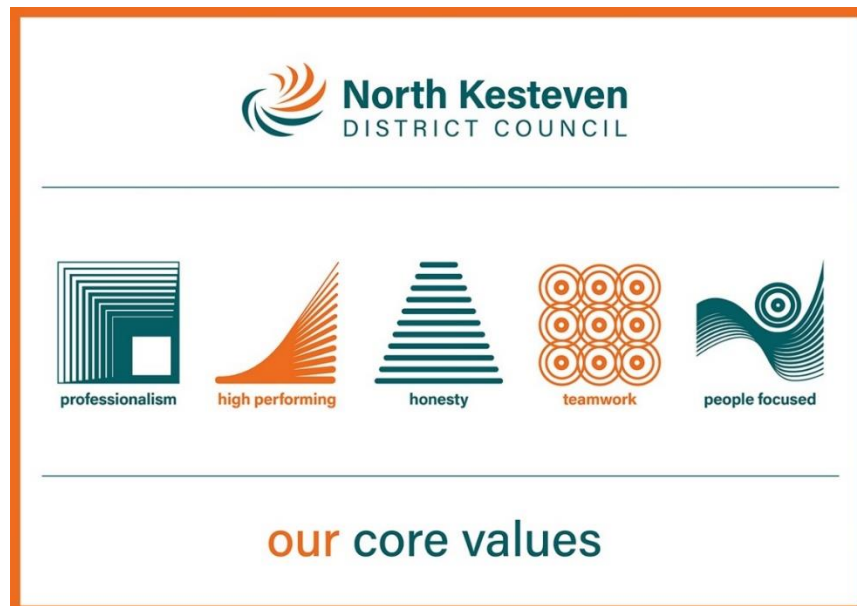
At North Kesteven, we pride ourselves on our benefits package. Colleagues existing benefits cover:



- Local Government Pension Scheme
- Enhanced holiday pay, increasing with time served
- Dedicated counselling services
- Free eye tests and vouchers for glass for DSE use
- A suite of fitness programmes and wellbeing time
- Healthcare cash plan
- Cycle to Work Scheme
- Payment of professional fees
- Discount schemes
- Essential Car Allowance
- Relocation expenses
- Hybrid working



We know that we are only as good as the people that make us. We are proud of the many conscientious, committed, dedicated and determined individuals who collectively collaborate in shaping excellent, effective and efficient enhancements in the lives, fortunes and opportunities of our customers and our communities. But we're short of one person, specific to this role. If you feel it's you, please let us know how you can contribute and add something more to both what we do and what you do.



To get a sense of what we're planning over the coming years, see:

www.n-kesteven.gov.uk/NKplan

To explore what external industry assessors say about us, see:

www.n-kesteven.gov.uk/CPC2021

To share our longer-term 2030 vision, see:

www.n-kesteven.gov.uk/ourcommunitystrategy

To understand our climate approach, see:

www.n-kesteven.gov.uk/climateaction

To be informed on our strong financial position, see the finance plan at:

www.n-kesteven.gov.uk/NKplan