

<b>Post title:</b>	Career Graded Planning Officer – Development Management
<b>Grade:</b>	I and JK
<b>Responsible to:</b>	TBC depends on restructure
<b>Staff managed:</b>	None
<b>Directorate:</b>	Community Development
<b>Service:</b>	Planning
<b>Job family:</b>	<b>P&amp;T - Professional &amp; Technical</b>
<b>Date of issue:</b>	April 2023

### Job context

- The new North Yorkshire Council has brought together the services previously provided by seven district councils and the county council to create the third largest unitary authority in England. The Council want to complement the area's natural capital, strong economy and resilient communities to improve the way local services are delivered and support a good quality of life for all.
- The Council's Planning Services play a fundamental role in managing the natural and built environment, ensuring that the future development needs of the area can be accommodated to make it a better place in which to live and work.
- The role involves the provision of planning advice and managing a caseload of planning applications and related consents, including planning applications and appeals submitted under the Town and Country Planning Acts and other related legislation. In addition to attending Planning Committees and other relevant groups to present agenda items and represent the service.
- The post holder will help to deliver a proactive, customer focused and compliant 'end- to-end' development management service that meets statutory requirements. Including contributing to the delivery of excellent performance and customer service, planned outcomes, targets and objectives and continuous improvement.
- The post holder will exercise at all times professional judgement, following the RTPI's Code of Professional Conduct in carrying out the duties of the post an maintain an up-to-date knowledge of all legislation applicable to aspects of planning practice.

### Job purpose

To undertake all aspects of development management, with the objective of achieving quality planning decisions in a timely manner and ensuring that decisions are implemented in accordance with the relevant conditions. Managing a caseload of pre-application enquiries, planning and related applications, and appeals, submitted under the Town and Country Planning Acts and other related legislation. Provision of advice on planning and related applications. Assisting senior colleagues in more complex applications as required.

### Operational Management:

#### Planning Officer (Entry Level)

- Act as a case officer for householder, minor and other planning applications with often competing material considerations.
- Detailed assessment of application submissions, provision of advice on suitability for the proposed sites for the proposed development, advice on improvements to accord with national and local policies, sustainability and promotion of design and environmental quality.

	<ul style="list-style-type: none"> <li>• Undertake site inspections and attend site meetings as required.</li> <li>• Undertake any other duties commensurate with the post/grade as directed by your manager or any member of the Service Management Team.</li> <li>• Keep up to date with planning regulations, policy and legislation.</li> <li>• Promote excellent customer care that meets or exceeds the expectations of stakeholders, Members, customers and the community, including advice to Members of the Council and the general public on planning and related matters.</li> </ul> <p><u>Planning Officer (Higher Level)</u></p> <ul style="list-style-type: none"> <li>• Preparation of reports for and occasional attendance at Planning Committee, Public Meetings, working parties, consultative fora and any other relevant groups, to present reports and represent the Service as required.</li> <li>• Assist in dealing with planning appeal procedures, assist in the preparation of evidence and advice in respect of policy matters relating to appeals through Written Representations, Informal Hearing or Public Inquiry procedures.</li> <li>• To negotiate community benefits from development proposals through legal agreements in line with Council policies including section 106 obligations and/or Community Infrastructure Levy payments</li> <li>• Maintain continual professional development.</li> </ul>
<b>Partnerships:</b>	<ul style="list-style-type: none"> <li>• Act as a key contact/liaison, providing professional advice to elected Members of the Council and local communities/interest groups in respect of planning applications, relevant statutory procedures and policy and members of the general public, prospective applicants, agents, stakeholders including specialist agencies.</li> <li>• Liaison with colleagues, internal and external partners and other service providers as required, including participation in work relating to strategic planning and enforcement cases as required.</li> </ul>
<b>Communications:</b>	<p><u>Planning Officer (Entry Level)</u></p> <ul style="list-style-type: none"> <li>• Ensure general enquiries for advice and assistance relating to planning are responded to in both an effective and timely manner.</li> </ul> <p><u>Planning Officer (Higher Level)</u></p> <ul style="list-style-type: none"> <li>• Represent Planning Services at public meetings, working groups and/or other meetings, as directed by Line Manager and report accordingly.</li> </ul>
<b>Systems and information:</b>	<ul style="list-style-type: none"> <li>• Operate all service systems in accordance with relevant adopted policies and procedures for their use and ensure that records are maintained.</li> <li>• Contribute to the development of new systems, and with training, to keep up to date on IT development affecting the work.</li> </ul>

<b>Person specification:</b>	
<b>Essential</b>	<b>Desirable</b>
<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Proven equivalent level of technical and organisational knowledge in own specific field.</li> <li>• Knowledgeable and competent in the availability and use of IT systems, especially the use of Microsoft Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of planning legislation and regulations.</li> <li>• Commitment to Personal Development and evidence of continuing professional development.</li> </ul>
<p><b>Occupational Skills</b> Planning Officer Level (Entry Level)</p>	

- Presentation skills.
- Effective customer care skills, including how to understand, deliver and manage customer expectations.
- Ability to work under pressure and prioritise a workload.

Planning Officer Level (Higher Level)

- Ability to understand and promote the Council's vision and priorities as it applies to services.

**Behaviours**

[link](#)

**Professional Qualifications**

Planning Officer Level (Entry Level)

- Educated to A level or equivalent

Planning Officer (Higher Level)

- Degree in planning or related subject

**Other Requirements**

- Will sometimes be required to work outside of normal working hours and to attend evening meetings.
- Ability to travel around the County
- Comply with the Council's Health and Safety and Equal Opportunities policies and relevant legislation.
- Ensure compliance with the requirements of the Data Protection Act and Health and Safety legislation.
- To comply with the requirements of General Data Protection Regulations and all such related legislation, maintaining confidentiality at all times.
- Demonstrate the core values and behaviour of the council.

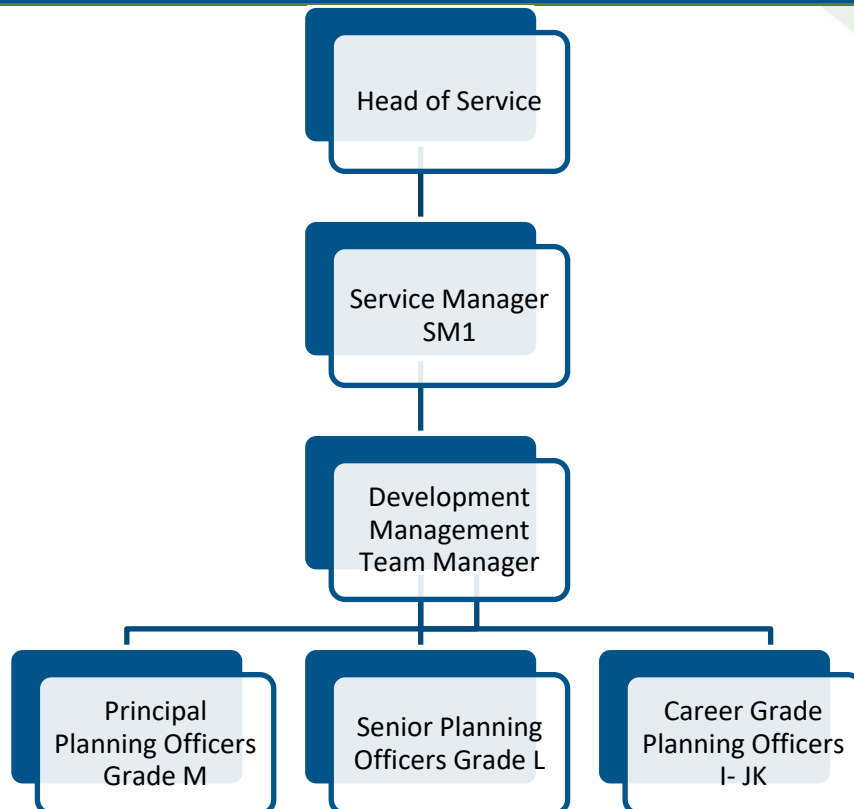
**Career progression:**

- At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g. apprenticeships and work shadowing/coaching.
- As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities.

	<b>Planning Officer</b>	<b>Planning Officer (Higher Level)</b>
Qualifications / experience	<ul style="list-style-type: none"> <li>• Educated to A level or equivalent</li> <li>• Ability to travel around the County</li> </ul>	<ul style="list-style-type: none"> <li>• A degree or qualification in planning or related subject.</li> </ul>
Knowledge and skills	<ul style="list-style-type: none"> <li>• Acting as case officer on applications including householder applications and other minor consents and associated appeals work, discharge of planning conditions, applications for tree works, making tree preservation orders, permitted development checks, respond to letter enquiries and other minor consents including associated appeals work</li> </ul>	<ul style="list-style-type: none"> <li>• Acting as a case officer on planning applications</li> <li>• Use experience of practical application to contribute to challenge, review and rationalise policies, procedures, work standards and approaches to maximise the efficiency and effectiveness of the service.</li> <li>• Clear understanding of the role of planning and how it supports the delivery of the Council's objectives</li> </ul>

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| <ul style="list-style-type: none"> <li>• Awareness and understanding of national and local planning legislation, policy and guidance</li> <li>• Understanding of key issues in planning and of the Council's objectives</li> <li>• Ability to read and check accuracy of plans on site and in the office</li> <li>• Capability to work to tight timescales and to achieve targets</li> <li>• Good negotiation, communication and interpersonal skills</li> <li>• Preparing accurate and timely officer delegated reports and written responses.</li> </ul> | <ul style="list-style-type: none"> <li>• Occasionally presenting applications to the Planning Committee</li> <li>• Ability to resolve conflicting interests</li> <li>• Awareness of Council vision, values and priorities</li> <li>• Ability to interpret information and make balanced judgements in the public interest.</li> </ul> |
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## Structure



NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.