

# Epsom & Ewell Borough Council

## Role Profile Template

<b>Role Title:</b>	Planning Officer (G6)
<b>Job Family:</b>	Team Leader / Professional (G6)
<b>Service:</b>	Place Development
<b>Location:</b>	Town Hall
<b>Reporting To:</b>	Middle Manager / Senior Professional

<b>Role Purpose:</b>  <i>Why the role exists and its contribution</i>	<p>Assessing allocated planning applications and suspected breaches of planning control.</p> <p>Undertaking site visits, research, investigations, and negotiations. Preparing reports for delegated decisions or Planning Committee. Providing planning enforcement advice to Members and complainants, and general planning advice to potential applicants and agents at pre-application stage.</p> <p>Validating planning applications within recommended timeframe and providing support to the Planning Development Manager on other projects as directed.</p> <p>Seek to negotiate the resolution of breaches of planning control without having to resort to formal action and where negotiations have failed, recommend the instigation of appropriate formal action.</p> <p>As a member of the council's team, contribute to the achievement of the Council's corporate vision, behaviours and priorities and the development of the Council's positive high performing culture</p>
---	--

## Main Duties and accountabilities

<b>Service Specific</b>	<ul style="list-style-type: none"> <li>To process applications for planning permission and listed building applications, and applications for consent to display advertisements.</li> <li>To examine and consider a range of applications in accordance with statutory deadlines, maintaining accurate and reliable records.</li> <li>To undertake all necessary consultations, site visits, appraisal of proposals and negotiations with applicants and objectors on planning and other applications.</li> <li>To prepare reports on planning and other applications, provide written advice to applicants where necessary and assist Legal</li> </ul>
-------------------------	---

	<p>representatives in the preparation of legal agreements</p> <ul style="list-style-type: none"> <li>• To prepare and assist others in reports, presentations and to present to planning committee.</li> <li>• Help to prepare appeal statements and proofs of evidence and provide factual evidence at hearings, public inquiries and at Court.</li> <li>• Advising Members, developers and residents on issues related to planning control breaches.</li> <li>• To undertake site visits, appraisal of proposals and negotiations with residents and complainants on breaches of planning control.</li> <li>• To prepare reports for all investigated planning enforcement cases.</li> <li>• To prepare reports, presentations and to present to planning committee</li> <li>• To prepare statements for Written Representation Appeals (Planning and Enforcement) and to assist or undertake the preparation and presentation of evidence at Public Inquiries and Hearings.</li> </ul>
<b>Generic Duties</b>	<ul style="list-style-type: none"> <li>• To process and determine a variety of planning and other related applications and make recommendations to Planning Committee when necessary.</li> <li>• To deal with face to face, telephone and written enquiries from members of the public, Elected Members, Planning and other professionals in respect of a variety of planning matters.</li> <li>• To prepare Statements relating to Planning Appeals and to represent the Council at Informal Hearings as necessary.</li> <li>• Involvement with the preparation of planning guidance and policy statements as necessary.</li> <li>• Preparation of reports on aspects of planning control as necessary, including the investigation of breaches of planning control and any subsequent enforcement action when required.</li> <li>• To undertake such other duties as may be required within Development Management.</li> <li>• Availability to work flexibly including attendance at Planning Committee and other meetings as necessary.</li> </ul>

	<p><b>Professional</b></p> <ul style="list-style-type: none"> <li>• Be working towards or have attained a professional qualification and membership and participate in learning that is required to perform the role effectively and in line with statutory requirements.</li> <li>• Use technical and professional knowledge to help ensure council statutory obligations are adhered to through investigations, inspections and enforcements in accordance with relevant legislation, codes of practice and other regulatory instruments</li> <li>• To provide general advice and support to the organisation in relation to service specific requirements.</li> <li>• To seek, build and maintain good relationships with senior managers, business partners, other Councils and all levels of staff.</li> <li>• Manage issues and processes to a conclusion effectively protecting the Council's interests.</li> </ul>
--	--

<b>The key decision making areas in the role</b>	
	<ul style="list-style-type: none"> <li>• Formulating recommendations on planning and planning enforcement related service requests and applications</li> </ul>

<ul style="list-style-type: none"> <li>• Prioritising individual work</li> <li>• Preparation of reports</li> <li>• Determining responses to all customers</li> </ul>
<b>Customers and contacts</b>
All staff, Heads of Services, Elected Members, Government Departments and Agencies, Developers, Local Businesses, Residents and Residents Groups, Housing Associations, Community Groups.

<b>Dimensions of the role</b>	
<b>Financial</b>	<b>Non-financial</b>
<ul style="list-style-type: none"> <li>• Shared responsibility for income generation through the effective negotiation of Planning Performance Agreements.</li> </ul>	<ul style="list-style-type: none"> <li>• C. 250 planning applications a year</li> </ul>

# Person Specification

<b>Qualifications and Training</b>	Essential (E) or Desirable (D)	Application	Interview/Assessment
Town Planning related Degree (Planning Officer role)	E (D)	X	
Chartered Member of the RTPI or equivalent (Planning Officer role)	E (D)	X	
Evidence of continuous professional development.	E	X	
<b>Knowledge and Experience</b>			
Knowledge of the statutory regulatory framework relating to Planning and Enforcement services	E	X	X
Ability to negotiate and influence in demanding environments	E	X	X
Proven ability to gain trust and respect of all stakeholders	E	X	X
Proven ability to provide excellent customer services	E	X	X
<b>Skills</b>			
Ability to create a supportive staff culture through positive engagement	E		X
Ability to persuade and influence through highly effective presentation and report writing skills	E		X
Ability to deliver projects on time and within resources	E		X
Ability to read and understand plans	E		X
Computer literacy	E		X
Ability to promote a culture of excellent customer service	E		X
Excellent analytical and problem solving skills	E		X
Ability to build and maintain effective relationships with key partners and stakeholders	E		X
Ability to work in a busy environment with multiple priorities and tight deadlines	E		X
<b>Additional Requirements</b>			
No contra-indications in personal background or criminal record indicating unsuitability in this role	E	X	
Legally entitled to work in the UK.	E	X	
Flexibility to work variable hours including evenings	E	X	
Access to a computer at home that is connected to the internet.	E	X	

Ability to participate in the Council's out of hours Civil Emergency arrangements	E	<b>X</b>	
--	---	----------	--