



## Job Role: Senior Planning Officer

### Job Family: Specialist

## Broadland District Council and South Norfolk Council

### Purpose

To assist in all aspects of development management across the councils.

To ensure the councils meet their growth targets and implement their planning policies and objectives so that they respond effectively to current and future opportunities and challenges.

### Key accountabilities

- Initiate and negotiate action with developers, applicants, and other stakeholders on planning proposals (both pre-application and planning applications).
- Work with stakeholders to actively resolve complex and/or controversial issues and problems associated with your planning applications.
- Prepare written reports and recommendations to development management/planning committee, prepare appeal statements and act as a witness at informal hearings.
- Build and develop effective relationships with key internal and external stakeholders and provide information and advice to elected members, agents, applicants and the general public in writing, face to face and by telephone.

### Generic skills, knowledge and experience

- Undertake **problem-solving** duties on significantly complex technical activities.
- **Responsibility** for one or more technical specialist areas.
- Technical **decision-making** duties involving significant resources.
- **Excellent communications** skills including regular presentation to stakeholders such as **corporate managers, Members, Committee/Panels or other key external bodies**.

### Skills, knowledge and experience

- Qualified to degree level in planning or related discipline.
- Chartered membership of the RTPI or within 1 year chartered membership.
- Possession of a full UK driving license.
- Demonstrable experience in the field of planning.
- Demonstrable experience of development management including the ability

to tackle challenges in a constructive and responsible manner.

- Capability to manage a number of complex projects at any one time and, work across disciplines to achieve shared objectives.
- Comprehensive knowledge of planning legislation and developments.
- Capability to prepare and present specialist information and advice on complex issues and deal with any subsequent enquiries with fairness, tact and impartiality.
- Demonstrable capability to negotiate and influence others to achieve desired outcomes.
- 56-70% of this role's time will be spend on external communication.

Date: 1 September 2019