

**Job Description****Principal Job Purpose****Environment & Regeneration Directorate****Technical Services Division (Development Services Team)****Post Title: Planning Officer - Fixed Team 12 months Maternity Cover****Post Number: BG00850****Grade: 7****Base: Blaina District Office****Hours of Work: 37****Car User Allowance: Yes****Disclosure: No****Contact: Eirlys Hallett****Updated: October 2015**

Responsible to: Team Manager Development Management

Responsible for: Deciding a wide ranging caseload of planning (and related) applications, appeal work and enforcement.

Principal Accountabilities

1. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
2. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
3. To determine planning (and related) applications including preparation of reports to Planning Committee and delegated applications. Case load to include the full of range of applications ranging from householder developments through to complex major cases inc s106 and/or CIL.
4. To supervise planning technicians in their role of registering planning applications and preparing background papers for appeals.
5. To personally investigate breaches of planning legislation being responsible for own caseload of investigations.
6. To respond promptly and tactfully to planning enquiries from the public, developers elected Members, Council Departments and others.
7. To occasionally attend meetings of relevant Committee and Sub Committees.
8. To present the LPA case at planning appeals by written method or in person.

Person Specification – Non Managerial

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Educated to a degree level or equivalent	Essential	✓	✓		
Demonstrable relevant experience of working in a planning environment (LPA, consultancy or other)	Essential	✓	✓		
Detailed working knowledge of planning legislation	Essential	✓	✓		
Experience of handling a large and varied caseload	Essential	✓	✓		
Experience of dealing with “major” applications inc EIA	Desirable	✓			
Eligible for membership of RTPI	Desirable	✓			
Appearing at Committee meetings / appeals	Essential	✓			
Knowledge/Skills					
Use of IT systems in a Planning Environment e.g. GIS	Essential	✓			

2. Special Requirements

	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh Language Ability	Desirable	✓	✓	✓	✓

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

		Assessment Method				
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching	
Delivering the service	Plans ahead, organises work in advance				✓	
	Involves line manager/colleagues in setting and meeting targets				✓	
	Reorganises work when necessary				✓	
	Sees tasks through to completion whenever possible				✓	
	Seeks help if workload becomes unmanageable				✓	
	Uses initiative to report issues that arise that impact on others				✓	

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓