



Regeneration & Community Services
(Regeneration & Development)

Post Title	Planning Officer		
Post Number	BG00851	Grade	7
Base	Agile Worker	Hours	37
Car User Allowance	N/A	Disclosure	None
Contact	Service Manager Development Management	Updated	Jan 2025
Politically restricted	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes *	

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

Principal Job Purpose

Responsible to: Service Manager Development Management

Responsible for: Processing a wide ranging caseload of planning (and related) applications, appeal work and liaising with the Enforcement Section.

Principal Accountabilities

1. To process the full range of planning (and related) applications including preparation of recommendations and reports to the Planning Committee and reports on delegated applications.
2. To prepare appeal questionnaires and planning appeal statements.
3. To assist and liaise with the Enforcement Team to ensure compliance with planning legislation.
4. To respond promptly and tactfully to planning enquiries from the public, developers elected Members, other Council Departments and others.
5. To occasionally attend meetings of relevant Committee and Sub Committees.

6. To supervise the Planning Technician in the validation and registration of planning (and other) applications.
7. To assist the Team Leaders in delivering the planning service and undertake any other duties reasonably required my management.
8. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
9. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

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 level (or equivalent)	Essential	✓			
Qualification in planning or related discipline Membership of RTPI	Desirable	✓			
Other experience					
Experience of working in a development or related environment	Essential	✓	✓		
Experience of working in a local authority planning dept.	Desirable	✓	✓		
Direct experience of own application caseload	Desirable	✓	✓		
Experience of using bespoke planning software.	Desirable	✓	✓		
Knowledge/Skills					
Demonstrate a clear understanding of the development control process.	Essential	✓	✓		✓
IT literate	Essential	✓	✓		✓
Be able to meet deadlines and work unsupervised.	Essential	✓	✓		✓
Possess full driving licence and have access to a car.	Essential	✓			
Good written and communication skills	Essential	✓	✓		✓
Work as part of a team and deal confidently tactfully and diplomatically with all service users.	Essential	✓	✓		✓

2. Welsh Language Requirements (please select one of the following)	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are essential and candidates should either possess the relevant skills or be prepared to learn them when appointed to the post (levels 1-3).	Desirable				

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

3. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period

4. 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.

Topic	Competencies	Assessment Method			
		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				✓