

Thurrock Council

Job profile

Directorate	Public Realm
Job title	Senior Planning Officer
Post number	Numerous
Grade	F
Responsible to	Development Management Team Leader
Key liaison with	All other Council Departments. External agencies, Government Departments. Council Members, the general public, agents, etc.
Job purpose	To carry out a broad range of functions under the Town and Country Planning Acts and other related legislation relating to development management, in particular handling complex planning applications and managing enforcement cases.
Job profile last reviewed	October 2021

Key corporate accountabilities:

1. to work with colleagues to achieve service plan objectives and targets
2. to participate in employee performance appraisals and contribute to the identification of your own and team development needs
3. to actively promote the council's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
4. to ensure full compliance with the Health and Safety at Work Act 1974 etc., the council's Health and Safety Policy and all locally agreed safe methods of work
5. to fully understand and be aware of the commitment to Section 17 'Duty of the Crime and Disorder Act 1998 to prevent crime and disorder'
6. at the discretion of the Senior Management, such other activities as may from time to time may be agreed consistent with the nature of the job described above

For office use only

Recruitment safeguarding	Requirement
Will the post holder have substantial unsupervised access to children or vulnerable adults?	Yes – use the Safer Recruitment process
Is a Disclosure and Barring Service (DBS) check required for this post? Read the Recruitment and Selection Policy for guidance.	Yes – Basic level

Key service related accountabilities

1. To be responsible for the processing of planning applications and enforcement cases, particularly those of a more complex nature.
2. In connection with the above to be responsible for the co-ordination and project management of the relevant council officers and others providing advice in the planning process.
3. To be responsible for the preparation of reports for delegated decisions and for committee consideration including attendance at planning committee.
4. Be responsible for the preparation and co-ordination of the Council's evidence and the presentation of the evidence at planning inquiries and court proceedings.
5. To co-ordinate and lead on various redevelopment and regeneration initiatives including the preparation, as necessary of planning strategies and briefs including briefing and managing consultants as relevant.
6. To represent the Council (and where applicable give presentations) at meetings with landowners, developers and their agents and other authorities.
7. Deputise for the Team Manager in their absence including assuming management responsibility for the team and maintaining a satisfactory planning service and good relations with Members of the Council and the public generally, including the provision of advice and information.
8. To mentor and assist in the management of less experienced officers in the team including the Employee Development Strategy (EDS).
9. To take part in recruitment and selection of staff to vacancies which arise.
10. To give professional advice on planning matters to Councillors and members of the public and others, through correspondence and in person.
11. To maintain professional expertise by eligibility for membership of a relevant professional body.

Person specification

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Directorate	Public Realm

Information for applicants

The person specification provides an outline of the experience, skills and abilities we expect the successful applicant to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for.

Disabled people will be offered an interview where they meet the essential criteria alone

Method of testing:

- 1 = Application form**
- 2 = Interview**
- 3 = Assessment tests**

Weighting:

- 1 = Low importance**
- 2 = Medium importance**
- 3 = High importance**

Key competencies and behaviours	Method of testing	Weighting
1a. Skills and abilities – essential		
Communication/negotiation skills.	1/2	3
Time management skills.	1/2	3
Ability to research, understand and present information clearly, both verbally and in writing.	1/2	3
Ability to listen, yet still take difficult decisions.	1/2	3
Ability to manage and mentor more junior staff.	1/2	3
1b. Skills and abilities – desirable		
Familiarity with IT technology, particularly UNI-form records system, Word for Windows and Geographical Information Systems	1/2	2
2a. Special knowledge – essential		
Town Planning Degree.	1/2	3
Eligible for membership of a relevant professional body.	1/2	3
2b. Special knowledge – desirable		
Membership of the Royal Town Planning Institute.	1/2	2

Key competencies and behaviours	Method of testing	Weighting
3a. Experience – essential		
Knowledge and use of Town Planning Legislation.	1/2	3
Understanding the changing context of planning.	1/2	3
Dealing with complex planning issues at a senior level.	1/2	3
Management and development of others	1/2	3
3b. Experience – desirable		
Knowledge of the wider planning process	1/2	3
Experience of performance management.	1/2	2
Planning enforcement matters	1/2	3
4a. Other requirements – essential		
Able to be mobile around the Borough	1/2	3
Willingness to be proficient in the use of relevant software.	1/2	3
4b. Other requirements – desirable		
Actively pursue self development and training.	1/2	2
5a. Equalities – essential		
Understanding of equal opportunities and diversity issues.	2	3
5b. Equalities – desirable		
None		

