

Job description and employee specification template

Job title:	Senior Planner	Location:	Woodgreen
Reports to:	Development Manager	Working hours:	37 per week
Job number:	PSH10248	Salary range:	Up to £40,000
Supervises:	Career Grade Planners		
Purpose:	<p>Two Senior Planner posts are available either to lead one of the two area teams dealing with the processing of planning applications including responsibility for preparation of the monthly schedule of applications or deal with some of the more complex applications, related pre-application advice, general enquiries and appeals. The complexity of the work will reflect the experience, competencies and qualifications of the successful applicant.</p>		
Key responsibilities:	<ul style="list-style-type: none"> • To work in partnership with customers, Consultees and Council Members to ensure applications are in a condition to enable full and proper consideration/determination • To process, consider and negotiate on all applications in a timely manner • To prepare decision notices and where necessary make recommendations and present reports to Committee meetings • To prepare and present evidence for planning and enforcement appeals as required • To assist other officers both senior and junior in the delivery of the service <p>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.</p> <p>General Accountabilities</p> <ul style="list-style-type: none"> • Working to add value to, and be a valued member of the team, and to be valued by customers • The post holder is responsible to maintain a safe working environment and ensure as reasonably practicable that safe working practices are adopted by employees within this work environment • Work in compliance with the Codes of Conduct, Regulations and policies of Publica • Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information; 		

<p>Essential requirements, qualifications, skills and abilities:</p>	<p>Qualifications</p> <ul style="list-style-type: none"> • Degree or Diploma in Town and Country Planning or equivalent <p>Experience</p> <ul style="list-style-type: none"> • Minimum two years of experience working in planning environment • Knowledge and understanding of the issues affecting Planning <p>Skills</p> <ul style="list-style-type: none"> • High level of IT skills - MS Office/CAPS Uniform System • Communicates effectively at all levels (excellent verbal and written skills) • Achieves results through others • Is customer focussed, responsive, and co-operative with customers • Is proactive/self motivated • Prioritises and meets tight deadlines • Is flexible • Works together with employees, colleagues and customers to resolve problems and implement change initiatives • Ability to maintain confidentiality in accordance with Data Protection • Use of a car for business purposes • Some supervisory or management skills 	
<p>Desirable requirements qualifications, skills and abilities:</p>	<ul style="list-style-type: none"> • Corporate Membership of the RTPI • Experience of preparation and presentation of planning reports • Experience of working within a customer orientated service 	
<p>Special conditions:</p>	<ul style="list-style-type: none"> • There may be a requirement to work at other Publica Group Limited and/or client locations to meet the needs of the business. • Expected to work reasonable additional hours in line with the needs of the service • You will need use of a car for work purposes/you may need use of a car for work purposes. 	
<p>Date of Issue:</p>	<p>09/10/2018</p>	
<p>Date reviewed:</p>		
<p>Reviewed by</p>	<p>Name: Phil Shaw</p>	<p>Job title: Development Manager</p>