

Overview

Post No.	EDEV059
Grade	MS6 – MP01
Directorate	Deputy Chief Executive
Service Area	Planning and Sustainability
Team	Development Management
Reporting to	Head of Development Management

The Job

Processing of planning applications, other applications and related appeals, processing of pre-application and general planning enquiries from the general public, processing of discharge of planning conditions, attendance at planning committee meetings.

Generic Accountabilities of the Role

- To discharge the duties of the post in accordance with the Council's Service Charter and Service Plan for the Development Management Service
- To prepare recommendation reports for clearance by the Development Manager on delegated planning applications, other applications and applications to be reported to planning committee.
- To negotiate with applicants, agents and consultees over the acceptability of proposals, seeking advice from senior colleagues if required.
- To provide pre-application advice on all types of proposed developments in accordance with departmental procedures and timescales, including opinions over whether formal consent is required and the likely acceptability of applications.
- To carry out duty officer role on a rota basis, advising on domestic projects and general planning enquiries, including the recording of guidance provided.
- To carry out site inspections for planning, other applications and pre-applications as required. Including arranging meetings, displaying site notices, carrying out of inspections from affected third parties and recording information.
- To regularly attend Planning Committee meetings, together with pre-committee briefings with the Chairman and Vice Chairman and present cases to committee as required.
- To assist in the Pre-Committee organisation of files, equipment and graphics and post Committee Administration. Including registering speakers on a rota basis for Planning Committees
- To deal direct with and advise elected Council Members on Development Management matters
- To prepare and present statements and evidence at planning appeals which includes written representation and public hearings and attendance at appeal site inspections. To assist senior staff with more complex appeal work.
- To keep the Team Leader and Development Manager advised of difficulties and planning complaints. This will involve assisting the Development Manager to consider, investigate and respond to formal complaints in accordance with the Council's procedures
- To provide technical advice to the Service Support Team and other departments when necessary
- To ensure that filing of correspondence and other administrative duties are undertaken on a regular basis, whether by scanned documents or uploaded to the website.
- To keep up to date to with changes to national planning policy, legislation and key appeal and Court decisions.

- To liaise with the Planning Investigation and Enforcement Team regarding on-going investigations.
- To keep up to date with the flow of applications, pre-applications and generally maintain the quality of work and integrity of the service.
- To assist the public with enquiries related to development management matters, either through, phone, email, letter or face to face and to deal with correspondence effectively and promptly.
- To negotiate S106 obligations, including instructions to Legal and checking of draft agreements.
- To process applications for the discharge of planning conditions with the assistance of specialist consultees where required.
- To train and mentor new members of staff, including Trainee Planning Officers

Other Duties

- To assist with other administrative duties that may from time to time be required for the efficient running of the Development Management Team.
- To contribute to the ongoing effectiveness and accuracy of the Development Management Service through input into improvements to IT processes, updated information on formal decisions and updated information on webpages.
- To undertake such other duties as may be reasonably required by the Development Manager.

Special Conditions

It is a requirement of the post that the postholder hold a current driving licence enabling him/her to drive a car. The postholder must ensure that the insurance cover includes use on the employer's business.

The Council operates a Local Lump Sum Car Allowance Scheme which is comparable with the NJC National Car Allowance Scheme. Eligibility to receive a car allowance will be based on the requirement for essential car usage to undertake the duties of your post and no less than annual mileage of 250 miles, which will be recorded and verified by your designated line manager on a monthly basis. It is a requirement that all essential car users receiving a lump sum payment submit up to date mileage information, on a monthly basis, so that the Payroll Officer is able to process correct information to the HMRC at year end. Failure to record and report mileage undertaken to your employer may forfeit your right to receive a car allowance.

Your eligibility to receive a Car Allowance will be reviewed on an annual basis by your Head of Service in conjunction with the Head of Digital and Customer Service. The Council reserves the right to review, amend or withdraw the car allowance subject to consultation with you. A period of three month's notice to terminate the status and associated allowance will be given to any employee who no longer meets the required criteria. There will be no entitlement to any further car allowance.

The grade for this post is determined by Job Evaluation.

Professional and Personal Attributes		
	Essential	Desireable
Qualifications Educational and Professional	Degree in Planning or planning related subject	Membership of Royal Town Planning Institute
Knowledge	Understanding of Planning Law and policies relating to Development Management	Knowledge of Mid Sussex and an understanding of work undertaken in Planning Policy Service
Experience	<p>Experience in Development Management work</p> <p>Processing planning applications and appeals</p> <p>Preparation of committee reports</p> <p>Experience of giving pre-application advice</p>	Attendance at planning committees
Political Skills	Ability to communicate effectively in writing and orally to Members, officers and the public	
Personal Behaviors	<p>Flexible and enthusiastic approach.</p> <p>Ability to work in a small team.</p>	
Other	<p>Full driving licence and use of own vehicle.</p> <p>Ability and willingness to undertake work outside normal office hours</p>	

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be supplemented and

further defined by objectives set at appropriate times, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.