

Job Description

Service	Planning
Job Title	Development Management Officer
Post No	OP092
Salary Grade	Grade F
Hours	37 Hours/Week
Responsible to	Development Management Team Leader
Responsible for	Direct Reports: 0 Indirect reports: 0

Purpose of Post:

To provide appropriate advice on all Development Management matters including the provision of appropriate pre-application advice and the effective and efficient processing of principally 'other' applications (but also 'minor' planning applications) for planning permission and all other related consents and determinations.

Main Duties and Responsibilities:

1. Implementing the Council's place shaping agenda and its objective to be positive and proactive in terms of allowing the 'right schemes' in the 'right places' at the 'right times'.
2. To provide appropriate advice to and work with the public, developers, agents, Members, other departments of the Council and other persons and bodies as appropriate in connection with development proposals and related matters in writing, by telephone or in person.
3. Processing and formulating recommendations on principally 'other' applications (but also 'minor' planning applications) that are submitted to the Planning Authority including the preparation of reports for Senior Officers and Members.
4. Appropriately inputting into the formulation of planning policies.
5. Preparing and presenting appropriate evidence in response to related appeals and other challenges against the decisions of the Planning Authority.
6. Liaising with the Planning Enforcement Team regarding unauthorised development.

7. Attendance at meetings with external organisations, the Development Management Panel and working parties as and when required.

This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within HDC.

Person Specification

Essential Criteria	Desirable Criteria
Knowledge, Skills & Abilities	
<ul style="list-style-type: none"> • Knowledge of planning legislation and Government planning guidance; • Good negotiation and organisational skills; • Good oral and written communication skills; • Ability to work flexibly on own and as part of a team; • Time management and prioritisation skills; • Customer focus; • Standard keyboard skills and ability to communicate through IT using packages such as Word, Outlook, Excel and PowerPoint. 	
Experience	
	<ul style="list-style-type: none"> • Experience of working as a development management case officer in a local authority planning department or planning officer in the private sector; • Using IDOX Uniform systems
Qualifications	
RTPI accredited degree; or Other relevant degree level qualification	Eligibility for Membership of the Royal Town Planning Institute.
Commercial Awareness	
<ul style="list-style-type: none"> • Includes financial considerations in their analysis and decision-making; • Identifies opportunities to make the organisation more competitive, 	

<p>efficient and profitable;</p> <ul style="list-style-type: none"> • Shows an understanding of the markets the organisation wishes to target (both customer expectations and commercial factors of service provision); • Demonstrates an understanding of the organisation's products and services, and how the supply chain affects the way these are acquired; • Shows an awareness of best practice, the organisation's competitors and their products and services. 	
<p>Influencing</p>	
<ul style="list-style-type: none"> • Presents their case persuasively upwards, downwards and externally; • Demonstrates confidence in their position; • Is credible and confident when presenting and communicating; • Adapts approach to engage others by appealing to those things that enthuse them; • Influences by highlighting and promoting the mutual gains to be made by following suggested courses of action; • Is aware of own emotions and manages them for maximum influence during negotiations; • Demonstrates awareness of how things shape events within business: is politically astute. 	
<p>Customer focus</p>	
<ul style="list-style-type: none"> • Develops and maintains productive relationships with internal and external customers; • Explores the customer's situation 	

<p>with them to develop a fuller understanding of the underlying need;</p> <ul style="list-style-type: none"> • Delivers what they have agreed with the customer; • Takes action to exceed customer expectations; • Advocates customer satisfaction as a key value for themselves and the council; • Deals effectively with dissatisfied customers. 	
<p>Innovation</p>	
<ul style="list-style-type: none"> • Challenges the status quo: suggests new approaches to old problems; • Promotes and demonstrates continual improvement; • Generates new ideas and creative solutions; • Applies existing methods in new ways or new situations; • Seeks new ideas; • Shares innovative practice with others. 	
<p>Decision-Making</p>	
<ul style="list-style-type: none"> • Makes and communicates clear decisions; • Makes effective decisions under time pressure; • Balances risks and benefits of various options and decisions; • Takes responsibility for the outcomes and impact of their decisions and those they delegate; • Incorporates a range of views 	

<p>when making their decisions;</p> <ul style="list-style-type: none"> • Considers all relevant information when making decisions; • Considers diversity issues when making decisions 	
Planning and organising	
<ul style="list-style-type: none"> • Establishes clear actions and timeframes with deadlines and milestones; • Ensures the effective and efficient use of time and resources; • Identifies what is required before each task can be begun or completed; • Monitors progress against the plan and acts accordingly. 	
Flexibility	
<ul style="list-style-type: none"> • Is prepared to adapt their approach to overcome obstacles; • Responds constructively to a change in agenda or priorities; • Revisits their decisions when presented with new information; • Is prepared to adjust their interpersonal style to respond to the needs or preferences of others and the situation; • Re-prioritises appropriately when faced with a change in requirements. 	

Contacts

Internal (50%)

Heads of Service, Team Managers, Team Leaders and planning/other staff.

External (50%)

Developers, Agents, Landowners, Residents, Members, other Councils' Officers,
Town and Parish Councils, Agencies and Organisations.

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