

## Job Description

Service:	Development Management (Planning)
Job title:	Principal Development Management Officer
Grade:	G
Hours of work:	Full Time or condensed hours considered
Responsible to:	Development Management Team Leader
Direct reports:	Development Management Area Team Leader/Planning Services Manager
Indirect reports:	Direct Reports: No members of staff    Indirect Reports: No members of staff

### Purpose of Post:


To provide appropriate specialist technical advice on all Development Management matters including the provision of appropriate pre-application advice; delivery of Planning Performance Agreement milestones; the effective and efficient processing of applications for planning permission and all other related consents and determinations; and defending the Council's position at appeals, including at public inquiries

Key Deliverables:

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 specialist technical 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 all types of planning and other 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 specialist technical 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.
8. Monitoring and managing Planning Performance Agreement schemes to ensure that agreed milestones are met at preapplication, application and condition discharge stages.

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.

Qualities	
<b>Knowledge, Skills &amp; Abilities</b>	<p>Knowledge of planning legislation and Government planning guidance.</p> <p>Good negotiation and organisational skills.</p> <p>Good oral and written communication skills.</p> <p>Ability to work flexibly on own and as part of a team.</p> <p>Time management and prioritisation skills.</p> <p>Customer focus</p> <p>Standard keyboard skills and ability to communicate through IT using packages such as Word, Outlook, Excel and PowerPoint.</p>
<b>Experience</b>	<p>Experience of working as a senior development management case officer in a local authority planning department OR at an equivalent level in private practice  <i>OR an experienced DMO ready to take the next step up in your career</i></p> <p>Complex Cases (D)</p>
<b>Qualifications</b>	<p>RTPI accredited degree OR a degree in a relevant field with evidence of ongoing professional development.</p>
<b>Communication with Internal and External Customers</b>	<p><b>Internal</b> customer contact 40%</p> <p><b>External</b> customer contact 60%</p> <p><b>Internal</b></p> <p>Heads of Service, Planning Service Managers, Team Managers, Team Leaders and planning/other staff.</p> <p><b>External</b></p> <p>Developers, Agents, Landowners, Residents, Members, other Councils'</p>

<b>Qualities</b>	
	Officers, Town and Parish Councils, Agencies and Organisations.
<b>HDC values</b> 	<p>The values outlined below reflect our collective positive attitude and how all staff is expected to work together as one team.</p> <p><b>Inspiring:</b> We have genuine pride and passion for public service; doing the best we can for customers matters to us all.</p> <p><b>Collaborative:</b> We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p><b>Accountable:</b> We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p><b>Respectful:</b> We respect people's differences and are considerate to their needs.</p> <p><b>Enterprising:</b> We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>

### **Safeguarding and promoting the welfare of children and young people/vulnerable adults**

Huntingdonshire District Council is committed to Safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.