

## **Planning Officer - Planning & Regulatory Services**

### **Band E**

This role will be required to work at both councils' premises at either West Suffolk House, Bury St Edmunds, and the Forest Heath District Council Offices, Mildenhall. You may reasonably be required to work at any other of the councils' premises as required in order to meet the needs of the service.

### **Purpose of Job**

To support the delivery of a good quality Planning Service across the two authorities.

The post sits within the Council's multi-skilled planning team, as such whilst this post is focussed on:

### **Development Management Responsibilities**

This may vary over time, dependent on the work load fluctuations and the Council's priorities. Any such changes will be subject to discussion with the Development Manager, Head of Service in consultation with the postholder.

### **Key Responsibilities and Activities**

#### **Development Management Responsibilities**

Processing of planning and related applications including, checking validation, researching planning history, ensuring consultations are undertaken, making site inspections, negotiating regarding details of submission, formulating conditions, reasons for refusals/approvals, preparing committee reports Attending Development Management committee and presenting reports.

Preparing correspondence regarding applications and decisions ensuring compliance with legislation, regulations and procedures (including Scheme of Delegation).

Preparing statements and dealing with correspondence relating to appeals and representing the Local Planning Authority at Hearings and Public Enquiries as necessary

Investigating breaches of planning control and preparing reports as necessary for consideration by the Principal Planning Officer before forwarding to the Principal Enforcement Officer

Dealing with pre application enquiries and preparing responses.

Giving advice to developers, private individuals, Council Members and prospective applicants on planning matters whether in person, by phone, email or replying to correspondence

### **Place Shaping Responsibilities**

To assist in the preparation, adoption and delivery of the Local Plan framework across both authorities.

Preparation of background documents and evidence to support policy preparations.

To assist in the preparation of Supplementary Planning Guidance, Development Briefs and Masterplans.

The preparation of sustainability appraisals and strategic environmental assessment to accompany the policy framework.

To assist with the consultation and engagement process related to the preparation of policy documents, and record and summarise representations following consultation and engagement and make policy recommendations.

To liaise with outside bodies/stakeholders/interested individuals/expert bodies and statutory consultees in the preparation of the policy framework.

To attend and present paper to Working Groups, Cabinet, Portfolio Holders etc as required.

### **Qualifications and Experience**

#### **Position requirements**

- Membership or eligible for membership of RTPI.
- Experience and good knowledge of the Planning Legislation.
- Possess or acquire knowledge of the Planning Service back office system.

#### **Personal Attributes**

- Flexible approach and willingness to acquire new skills.
- Highly self motivated and directed
- Competent in the use of IT
- Attention to detail with problem solving abilities.
- Good interpersonal, written and oral communication skills.
- Ability to prioritise and execute tasks in a high pressure environment and make sound decisions.
- Able to communicate in user friendly language.
- To have a strong customer service focus