**Job Description **

**Planning Graduate / Planning Officer /**

**Senior Planning Officer**

**Reports to: Principal Planning Officer / Principle Strategic Planner**

**Responsible for - Directly: 0**

**Total staff managed: 0**

**Working environment: hybrid / site visits**

**Working hours: Full time / Part time**

**Duration: Maternity cover for 9 months (July 2025 – March 2026)**

**Band: Career Graded Post: 6 / 7 / 8**

**Purpose of role**

To undertake professional planning duties on behalf of the local planning authority including:

* To process an individual caseload of planning applications, pre-application enquiries, and other related applications across the planning regime; to provide professional advice on a range of planning related matters, including contributing to planning enforcement investigations; to contribute to the delivery and evolution of the Development Management Service.
* To help prepare and review the Borough Council’s statutory and non-statutory planning policy documents, evidence, technical reports and correspondence, and to assist in other areas of policy preparation, including forward planning projects and transportation policy where requested to do so.

**Key result areas:**

* Processing and determination of planning applications to a high standard in line with statutory timescales.
* Contribution to the timely preparation of Local Plan and other planning policy documents to a high standard.

**Main responsibilities**

* Professional and technical support within the Development Management and Strategic Planning teams.
* For **Development Management (Planning Graduate/Planning Officer level)**:
	+ Reviewing, assessing and determining all types of planning applications, and related consent regimes such as heritage and tree works applications; overseeing consultation and ensuring appropriate application validation.
	+ Negotiation and liaison with applicants prior to submission and throughout the application’s determination period.
	+ Reviewing consultation with neighbours, statutory bodies and other consultees and undertake discussions/negotiations to address any concerns raised.
	+ Undertaking appropriate site visits and investigations of planning matters for applications, enquiries and at the request of colleagues of other services as necessary.
	+ Preparation of reports and presentation to the Development Management Committee.
	+ Preparation of recommendation reports and draft decision notices incorporating proposed conditions and reasons for refusal.
	+ Attendance at meetings with applicants, agents, Parish Council representatives, Council Members, other Council Officers etc. in relation to development proposals/ applications.
	+ Answering specific enquiries verbally and in writing from members of the public, Council Members, developers and agents, Parish Councils etc.
	+ Supervising the work of some administrative and technical staff.
	+ Preparation of Written Representation Appeal Statements and associated questionnaires and attendance at relevant Inspector’s site visits.
	+ Attendance at Development Management Committee meetings to present applications and respond to questions.
* For **Development Management (Senior Planning Officer level in addition to the above)**:
	+ To process an individual caseload of predominantly more complicated / complex / larger planning and other planning-related applications and pre-application enquiries, and provide professional advice on a range of planning related matters.
	+ To undertake and provide responses to Environmental Impact Assessment Screening and Scoping Opinion requests.
	+ To assess and determine a developer’s potential liability to Community Infrastructure Levy (CIL) payments, and to contribute to the collection of CIL payments at the appropriate time.
	+ To assist the Development Manager and Principal Planners in the management of the team.
	+ To supervise the work of Planning Graduates and Planning Officers and sign-off some smaller-scale planning applications under delegated authority.
	+ To give professional guidance to, and help train, Planning Graduates and Planning Officers.
	+ To work with legal and other colleagues to prepare/check/critique any planning obligations (Section 106 agreements) relevant to specific applications and appeals.
	+ Represent the Council at Appeal Hearings and Public Inquiries, acting as the Council’s expert witness or assisting others as case officer.
	+ To provide expert advice to the preparation of emerging planning policy documents and strategy.
	+ To assist in the investigation, assessment and consideration of planning enforcement cases.
	+ To undertake health & safety and other risk assessments, as required.
* For **Strategic Planning (Planning Graduate / Planning Officer level)**:
	+ Collate, analyse and maintain: land-use, demographic, employment, housing, transport and other statistics; databases; and information systems relevant to the needs of the section.
	+ To organise and undertake research and survey work; analyse and critically assess data, evidence and written information; identify elements pertinent to the task at hand; reformulate information and data to inform, develop or justify a planning position.
	+ To assess and make recommendations on the designation of Tree Preservation Orders, and make suitable arrangements for the adoption and advertisement of new or amended TPOs.
	+ To advise Development Management staff on the policy implications arising from planning applications, pre-applications, Environmental Impact Assessments, and have an input into planning reports.
	+ To represent the Authority in partnership working with other organisations (e.g. Norfolk Coast Partnership).
	+ To liaise, develop working relationships with, and deliver presentations to, representative groups such as parish councils, and to answer queries from the public.
	+ To give professional support and, where appropriate, guidance to other members of staff and uphold and promote the highest personal and professional standards.
	+ To draft and present reports on relatively straightforward matters to managers and Council committees on matters related to the post.
	+ To organize, and attend, exhibitions and public meetings as appropriate.
	+ Maintain a thorough and up-to-date knowledge of relevant legislation, national planning policy and guidance, Local Plan policies, and Supplementary Planning Documents.
* For **Strategic Planning (Senior Planning Officer level in addition to the above)**:
	+ To assist Strategic Planning Manager and Principal Planner in the management of the team
	+ To supervise the work of Planning Graduates and Planning Officers and Senior Technical Assistant.
	+ To give professional guidance and help train Planning Graduates and Planning Officers.
	+ To take a key role in the preparation of planning policy documents, including the Local Plan, dealing with more complex matters.
	+ Represent the Council at appeal hearings and inquiries.
	+ Represent the Council at examinations in public on development plan documents, supplementary plans and community infrastructure levy charging schedules.
	+ To have responsibility for signing off decisions on whether to make Tree Preservation Orders.
	+ To take a lead role in providing advice to Neighbourhood Plan making groups.
	+ To undertake any other such duties consistent with those listed above, and appropriate to the title and grade of the post.

**The above may change subject to consultation with the post holder.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**This post at Senior Planning Officer level is politically restricted under the Local Government and Housing Act 1989 (as amended) and the Local Government Officers (Political Restrictions) Regulations, 1990 (as amended).**

**Person Specification**

1. **Experience/ Knowledge**

**Essential**

* **Planning Graduate (Band 6)**
	+ Production of formal documents, investigations and presentations (in a workplace, educational or leisure pursuit setting).
	+ Ability to organise and prioritise own work.
	+ Ability to analyse, interrogate and reformulate written and numerical information.
	+ Report writing capability. Computer literate and a working knowledge of word processing, spreadsheets, databases, etc.
	+ A high level of verbal logic.
* **Planning Officer (Band 7)**
	+ As per Planning Graduate plus:
	+ Experience of planning policy or development management or related work.
* **Senior Planning Officer (Band 8)**
	+ As per Planning Graduate and Planning Officer plus:
	+ At least five years’ experience of planning policy or development management related work. or significant demonstrable experience of working at a senior level with reference to the job description.
	+ Experience of working in partnership with other organisations, and/or across disciplinary boundaries.
	+ General knowledge of development processes and/or local government procedures.
	+ Evidence of strong presentation and negotiating skills.

**Desirable**

* **Planning Graduate (Band 6)**
	+ Experience of planning policy or development management or related work
	+ Experience of working in partnership with other organisations, and/or across disciplinary boundaries.
	+ General knowledge of development processes and/or local government procedures.
	+ Presentational and negotiating skills.
	+ Familiarity with Geographical Information Systems (GIS).
* **Planning Officer (Band 7)**
	+ As per desirable requirements of Planning Graduate.
* **Senior Planning Officer (Band 8)**
	+ As per desirable requirements of Planning Graduate and Planning Officer.
1. **Qualifications & Skills**

**Essential**

* **Planning Graduate (Band 6)**
	+ A Bachelor’s Degree (or similar) in Town and Country Planning or a related discipline involving literacy, numeracy, public policy and place (e.g. geography, economics, sociology, architecture, landscape).Experience of working in partnership with other organisations, and/or across disciplinary boundaries.
	+ A willingness to undertake a Masters Degree or equivalent in Town and Country Planning accredited by the Royal Town Planning Institute.
* **Planning Officer (Band 7)**
	+ As per Planning Graduate plus:
	+ Masters Degree or equivalent in Town and Country Planning accredited by the Royal Town Planning Institute.
	+ Evidence of demonstrable progress towards gaining Chartered Membership.
* **Senior Planning Officer (Band 8)**
	+ As per Planning Graduate and Planning Officer plus:
	+ Chartered Membership of the Royal Town Planning Institute (RTPI).

**Desirable**

* **Planning Graduate (Band 6)**
	+ Student Membership of the Royal Town Planning Institute (RTPI).
* **Planning Officer (Band 7)**
	+ Chartered Membership of the Royal Town Planning Institute (RTPI).
1. **Competencies**

**Essential**

* **Planning Graduate (Band 6)**
* Attentive to accuracy and audience
* Gathering appropriate information and identifying and analysing issues
* Identifying and assessing alternative courses of action
* Initiating and implementing a course of action
* An ability to reflect and review
* A high standard of attention to detail.
* **Planning Officer (Band 7)**
	+ As per Planning Graduate plus:
	+ An understanding of professional ethics, the law and politics and economics in planning.
* **Senior Planning Officer (Band 8)**
	+ As per Planning Graduate and Planning Officer plus:
	+ Developed political acumen and astuteness.
	+ Evidence of a proven ability to negotiate and resolve difficult situations.

**Desirable**

* **Planning Graduate (Band 6)**
	+ An understanding of professional ethics, the law and politics and economics in planning.
1. **Personal Qualities and Attributes**

**Essential**

* 1. Interest in issues of planning, development, housing, environment and building communities.
	2. Able to work well on own initiative and being self-organised.
	3. Ability to work as part of a team within various team roles.
	4. Ability to work to tight deadlines and demonstrate workload organisation.
	5. Displays initiative and a focus on solutions.
	6. Ability to interpret maps and scaled drawings of buildings and development layouts, both at desktop and on site.
	7. Ability to write clear reports with accuracy and a high standard of English.
	8. Ability to present information verbally.
	9. Self-motivated and willing to learn.
	10. Ability to understand and maintain confidentiality.
	11. Thorough, accurate, analytical and able to demonstrate good judgement and sound evidence-based reasoning.

**The following criteria will be tested at interview stage and does not need to be evidenced in an application form, CV or covering letter.**

1. **Behaviours**
	1. Effective and open communication.
	2. Work together.
	3. Taking Personal Responsibility.
	4. Putting Great Yarmouth first.
	5. Respecting others.
	6. Embracing change.
2. **Our Cornerstones of Management and Leadership**
	1. Trust and Respect.
	2. Communicate and Connect.
	3. Lead and Inspire.
	4. Ownership and Accountability.
3. **Additional requirements**
	1. Ability to undertake site visits.
	2. Ability to drive and access to a car.
	3. Outside working/adverse weather conditions.
	4. Some evening and/or weekend working.