



Ipswich Borough Council
Job Description: K54

Senior Planning Officer – Special Projects

Main Purpose of Job

To consider and co-ordinate all types of planning applications received for the development of land and property and to deal with any associated enquiries.

Main Duties

1. Process planning applications/appeals and to assist with the successful delivery of the large scale development projects over an extended time period - notably, the Ipswich Garden Suburb urban extension - a 20 year project and currently the largest urban development project in Suffolk
2. To contribute to the implementation of the Council's Development Management Service and policies and assist with the functions and duties of the Development Management Manager where necessary.
3. Responsible for preparing reports and presenting at Planning and Development Committee.

Operational Duties

1. To consider all types of planning applications involving, researching site planning history, assessing against planning policies and legal precedent, site inspections, liaison with departments and outside bodies and the subsequent evaluation of such investigations, negotiate/initiate improvements with developers/professional consultants, for final formulation of recommendations to the Planning and Development Operations Manager. Prepare written reports and illustrative material for Planning and Development Committee, present reports to Committee and undertake Committee site visits.
2. Deal with any enquiries on planning matters responding to requests for advice, from Architects, Designers, Government departments, Managers, Head of Service, Councillors, Portfolio Holder and the general public. Provide technical input to and give specialist advice to internal and external meetings. Represent the Council and Operational Area at Steering Groups, Advisory Panels and other internal and external meetings as required.
3. Prepare appeal statements in support of the Council's refusal of permission for submission to the Planning Inspectorate and act as the Council's witness at

appropriate Hearings or Inquiries.

4. Advise and recommend enforcement action to the Senior Enforcement Officer in respect of breaches of planning regulations. Deal directly with selected cases and prepare reports for Planning & Development Committee. Preparation and presentation of evidence at Court Hearings.
5. Maintain knowledge through Continuous Professional Development on planning statutes, legislation, regulations and policy and to give guidance and instruction to the Planning Officers.
6. To present to the Conservation & Design Advisory Panel and the Planning and Development Committee, all types of planning applications.
7. To take decisions on planning applications and other matters in accordance with authority delegated by the Planning and Development Operations Manager.
8. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.

Person Specification

Senior Planning Officer – Special Projects

| ATTRIBUTES | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|----------------------------|---|--|---|
| Qualifications | <p>Degree or Postgraduate Diploma or NVQ Level 6 in Planning or relevant Field and 3 years qualitative experience.</p> <p>Member of RTPI or other relevant Professional body or Institute.</p> | <p>Evidence of continuing professional development.</p> | <p>Application/Certificates</p> |
| Relevant experience | <p>Experience of reviewing planning legislation and Guidance notes and ability to interpret and apply to individual cases.</p> <p>Proven experience of analysing, interpreting, and making recommendations on complex information and preparing and presenting reports.</p> <p>Experience of working in partnership with a variety of stakeholders including local communities.</p> <p>Effective project management skills.</p> <p>Experience in consultation processes, participating and organising public consultations and dealing with councillors, stakeholders and members of the public.</p> <p>Demonstrate experience of using Microsoft applications (Word/Excel/MS Outlook).</p> | <p>Knowledge of appraisal of development plans, Special Planning documents.</p> <p>Understanding of wider Council aims and objectives.</p> | <p>Application/Interview/ Test/Presentation</p> |

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| Specialist knowledge | <p>Proven knowledge of current Planning Policy, Guidance and best practice.</p> <p>Extensive knowledge of development management casework including planning applications, appeals, public meetings and public inquiries.</p> | <p>Knowledge of national and regional planning policy.</p> <p>Knowledge of Localism Agenda and effects on local Government planning services.</p> <p>Knowledge of Sustainability and climate change as it effects project delivery.</p> | Application/Interview/ Test/Presentation |
| Personal skills | <p>Ability to work on own initiative and as part of a team towards agreed objectives.</p> <p>Ability to provide creative solutions to complex problems.</p> <p>Ability to communicate effectively both verbally and in writing with people at all levels, both internal and external to the organisation.</p> <p>Ability to organise and prioritise workload to achieve targets and objectives whilst managing competing pressures and priorities.</p> <p>Ability to foster and maintain effective working relationships with a variety of internal and external groups and interests.</p> <p>Ability to manage continually conflicting priorities meet demanding deadlines and work under pressure.</p> | <p>Knowledge of equalities and diversity and how this can apply to delivering an effective and quality service.</p> <p>Ability to identify and manage risks.</p> | Application/Interview/ Test/Presentation |
| Special working conditions | Flexibility over hours of work, and ability to attend out of hours meetings. | | Application/Interview |