



## Ipswich Borough Council Job Description: K62

### **Planning Officer**

#### **Main Purpose of Job**

To assist with work within the Development Management and Planning Policy Teams.

#### **Main Duties**

1. To be responsible for researching and drafting technical reports for planning, conservation or urban design and the procedures involved. This will include the co-ordination of surveys, research, analysis and preparation of draft reports on topics relating to Development Management, Planning Policy or Conservation and Urban Design. Organise, use and analyse statistical data and present results. Present reports to Committee, Advisory Groups, Portfolio Holder and Councillors.
2. To provide support service for members of the public and consultees making enquiries. Provide technical advice on planning, conservation or urban design and the procedures involved. Deal with general queries responding to requests for advice, from a variety of sources.
3. Attend and organise Advisory Groups, Working Groups and Forums, actively participate in joint working arrangements with Suffolk's Planning Authorities and Conservation Groups, to monitor a range of sustainability and performance indicators, analyse data and publish the findings in annual authority monitoring reports.
4. Scope documents from Central Government and other relevant organisations, assessing implications for the work of Development Management, Planning Policy or Conservation and Urban Design. Disseminate main findings to other members of the team.
5. Liaise regularly with a variety of internal and external parties, statutory bodies and groups on a range of subjects relevant to the Development Management, Planning Policy or Conservation and Urban Design functions. Negotiate where this is required to reach agreement.
6. Provide supervision to Assistant Planner, temporary staff or technician. Deputise for the Senior Officer at meetings as required.

7. Participate in the public consultation processes and assist in the analysis of representations received and in the preparation of responses. Assist with public examinations or hearings.
8. Identify enforcement of planning conditions working with Senior Enforcement Officer. Deal directly with selected cases and prepare reports for Committee.
9. Maintain knowledge within specialist area through Continuing Professional Development. Keep aware of relevant local and national issues, legislation, case law and all matters pertaining to the service. Act as resource to team members in solving problems and responding to new situations.
10. 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.

### **Specialist Duties**

Some of the duties indicated below within the specific services as required by the Operational Manager.

1. Development Management
  - a) To consider planning applications involving all aspects through to the final formulation of recommendations to the Senior Planning Officer. Prepare written reports and illustrative material for Planning and Development Committee.
  - b) To check incoming planning applications and prepare them for validation. Check Building Regulations as necessary for the need for planning permission. Act as the point of contact for all enquires regarding Telecommunications masts and maintaining records.
2. Planning Policy
  - a) Assist in the preparation of the Local Plan, Master Plans, Area Action Plans, Sustainability Appraisal and Regeneration.
  - b) Undertake collection of data, analyse results and prepare monitoring reports for publication.
  - c) Support the implementation of planning policy through the development management process.



## PERSON SPECIFICATION

### IPSWICH PLANNING OFFICER BOROUGH COUNCIL

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>	Degree or an NVQ Level 6 in a managerial or professional/technical field and experience in a similar role.	Membership of a relevant professional Institute.  Evidence of continuing professional development.	Application/Certificate
<b>Relevant experience</b>	Experience of working in Planning or related field.  Knowledge and experience of IT, working in a Windows environment and utilising Windows based Applications.  Effective project management skills.  Ability to prepare and present complex reports.  Proven experience of: - <ul style="list-style-type: none"><li>• Visual and desktop appraisals</li><li>• Analysing, evaluating and recommending options on complex issues.</li><li>• Preparing and presenting complex reports for development management or planning policy projects.</li></ul> Ability to prepare and implement enforcement action.	Experience of Local Government processes and procedures.  Understands why equalities and diversity is important and how this can apply to delivering the service.  Knowledge of Ipswich.	Application/Interview/Test
<b>Specialist knowledge</b>	Proven knowledge of current Planning Policy, legislation, Guidance and best practice and ability to interpret and apply to individual cases.	Knowledge of sustainable development and carbon reduction issues.	Application/Interview/Test

	<p>Experience of development management casework or planning policy development, including appeals / public inquiries.</p> <p>Knowledge of Development Management or Planning Policy procedures.</p>		
<b>Personal skills</b>	<p>Ability to work on own initiative and as part of a team towards agreed objectives.</p> <p>Ability to develop and maintain effective working relationships at senior level.</p> <p>Ability to prioritise workload and work to deadlines and targets with quality outputs.</p> <p>Demonstrate good verbal and written communication skills.</p> <p>Demonstrate ability to work well under pressure.</p>		Application/Interview/Test
<b>Special working conditions</b>	<p>Able to attend occasional evening meetings or committees.</p>		Application/Interview