

Job Description

DEPARTMENT:	Place and Growth
DIVISION:	Planning & Building Control
SECTION:	Planning - Strategic Development Team
DESIGNATION:	Planning Officer
GRADE:	CG Sc6-P02
POST NO.:	DRES PLA38
REPORTS TO:	Strategic Development Team

Purpose of Job

This Job Description is generic. It is designed to cover a number of career graded posts in Development Management. Progression through the grades will be in accordance with the Career Grade Scheme. Post holders will be required to work to a subset of the duties outlined below.

Summary of main duties and responsibilities

SC 6

Accountable to the Strategic Development Manager for carrying out research, providing information, preparing policies and plans, dealing with detailed planning schemes and initiatives and development management functions.

Professional/Technical

1. Assist in the design and conduct of surveys, collection of data and information, preparation of maps, plans and sketches.
2. Work with supervision on individual projects involving information, research, policy preparation, plans, schemes, planning briefs, design, landscaping implementation or statutory development control functions.
3. Contribute to draft reports and proofs of evidence as directed by the Strategic Development Manager or designated senior officer in connection with research, policies, public inquiries, plans, schemes and design.
4. Examine and evaluate all types of planning applications made under the Town and Country Planning Acts and related legislation. Assess whether proposals are in accordance with Council's policies and liaises with officers of other directorates on matters arising from planning.
5. Assist in the provision of comprehensive planning and regeneration strategy responsive to the needs of the borough.
6. Assist with drafting specifications for projects and monitoring progress.

7. Assist with carrying out project briefs and feasibility studies in relation to regeneration and/ or economic strategy work and liaising with staff in Development Planning as required.

Communications

1. Deal with enquiries on research data, planning applications policies and proposals, design matters, detained planning schemes and other planning information from the public, other departments and other authorities.
2. Assist as required in the development and carrying through of public participation programmes, including attending meetings, exhibitions and other relevant events.

Scale 6 (Additional)

1. Progression to scale 6 will be subject to successful assessment of the knowledge, skills and experience set out in the career grade scheme.
2. At this level the duties described will be undertaken with a minimum of supervision.

Miscellaneous

1. Ensure at all times that work undertaken actively promotes the Council's Equal Opportunities, Customer Care and Environmental policies in relation to service delivery and personnel practice.
2. In carrying out the duties of the post have due regard to the provisions of Health and Safety at Work Legislation and Council policy and procedures.
3. Enter data to and receive output from any electronic data processing equipment according to agreed procedures.

SO1/SO2

Accountable to the Strategic Development Manager concerned with development management / development and implementation.

Professional/Technical

1. Contribute to the Council's planning, regeneration and economic development policies and information needs and ensure the implementation of such policies in respect of statutory and non- statutory plans, local plans and schemes, development proposals, detailed plans, environmental and landscaping improvements.
2. Process major and minor planning applications covering all aspects of development. Prepare reports and make recommendations for decisions on applications to be determined under delegated powers.

3. Undertake special projects of an information, policy, detailed plan, scheme, implementation, development, environmental and landscaping nature.
4. Prepare committee reports containing policy assessments and recommendations and attend committee when required.
5. Provide advice on relevant planning issues, proposals and appeals.
6. Assist in the provision of a comprehensive planning and regeneration strategy responsive to the need of the borough.
7. Assist with drafting specifications for projects, and monitoring progress.
8. Assist with carrying out project briefs and feasibility studies in relation to regeneration and/or economic strategy work and liaising with staff in Greenwich Planning as required.
9. Ensure the Strategic Development Manager is kept fully informed of developments and any action required.

Communications

1. Deal with a range of enquiries from the public, developers, potential developers, other authorities, Council Members relevant clients etc on planning regeneration, economic development and business support issues and proposals involving policy interpretation, planning law, technical criteria or of a research, policy, plan, development control, design or environment nature.
2. Liaise internally to ensure interaction between policy formulation and implementation to achieve the Council's objectives.
3. Represent the council at internal and external meetings, working parties and other forums.
4. Attend and contribute to strategic and London-wide Committees, provide information reports and other data.

SO2 (Additional)

1. Progression to SO2 will be subject to successful assessment of the knowledge, skills and experience set out in the career grade scheme. At this level duties described will extend to the following:
2. To ensure that fees for planning applications are checked and dealt with efficiently.
3. Prepare and give advice at public enquiries.

4. Assist in the induction and development of new staff; provide advice and guidance where appropriate.

Miscellaneous

1. Ensure at all times that work undertaken actively promotes the Council's Equal Opportunities, Customer Care and Environmental policies in relation to service delivery and personnel practice.
2. In carrying out the duties of the post have due regard to the provisions of Health and Safety at Work Legislation and Council policy and procedures.
3. Enter data to and receive output from any electronic data processing equipment according to agreed procedures.

PO1/PO2

Accountable to the Strategic Development Manager for a significant work area within a group concerned with development management, policy, development, implementation, conservation, design, projects, training and enterprise and economic development.

Professional/Technical

1. Contribute to the Councils planning, regeneration and economic development policies and information needs and ensure the implementation of such policies in respect of statutory and non-statutory plans, local plans and schemes, development proposals, detailed plans, environmental and landscaping improvements.
2. Undertake special projects, functions or areas of work of a planning, regeneration, economic and development nature.
3. Prepare and present Committee reports and attend Committee meetings.
4. Prepare and give evidence at public inquiries on relevant planning issues, proposals and appeals.
5. Assist in the development of a comprehensive planning and regeneration strategy responsive to the needs of the borough.
6. Draft specifications for projects, monitor progress and assess results.
7. Develop and carry out project briefs and feasibility studies in relation to regeneration and/or economic strategy work, and liaise with staff in Development Planning as required.
8. Participate in monitoring arrangements for commissioned work to ensure it is produced to a proper standard and to defined timescales.

9. Ensure the Strategic Development Manager is kept fully informed of developments and any action required.

Managerial

1. Assist in the supervision of staff and in their development and training.

Communications

1. Represent the Council at various internal or external meetings, public inquiries or forums and court hearings on planning, regeneration and economic development matters as required.
2. Represent the Council on working parties, inter-borough consultations, meetings with Government Departments and statutory undertakers on planning and allied matters including strategic guidance.
3. Deal with enquiries from the public, developers, potential developers, other authorities, Council Members and relevant clients on planning, regeneration and economic development issues and proposals involving policy interpretation, planning law, technical criteria or of a research, policy, plan, development control, design or environment nature.
4. Deal with enquiries from and provide advice to Council Members, other Directorates, Government Departments and members of the public.
5. Liaise with clients on planning and regeneration matters and specified projects.

PO2 (Additional)

1. Progression to PO2 will be subject to the development of the skills set out in the career grade scheme that will enable the post holder to:
2. Deal with major and sensitive development proposals and projects.
3. Deal with stakeholders involved in complex and sensitive proposals.

Miscellaneous

1. Ensure at all times that work undertaken actively promotes the Council's Equal Opportunities, Customer Care and Environmental policies in relation to service delivery and personnel practice.
2. In carrying out the duties of the post have due regard to the provisions of Health and Safety at Work legislation and Council policy and procedures.
3. Enter data to and receive output from any electronic data processing equipment according to agreed procedures.

