

Job Description

Job Title:	Planning Development Officer
Department:	Place and Prosperity
Grade:	Career graded from Band 7 up to Band 11
Accountable to:	Planning Development Team Leader

Purpose of the job:

To assess and manage planning applications and related work, supporting the delivery of the Council's Local Plan, corporate priorities and sustainable growth.

This role is focused on applying professional planning skills to achieve good, proportionate outcomes. To work within a supportive Development Management team, handling a caseload appropriate to experience, and contributing to a modern, collaborative approach to planning at Melton Borough Council.

Main areas of responsibility:

Case management and decision-making

- Manage a caseload of planning applications and related work, appropriate to your level of experience, including minor applications and, with support, more complex proposals.
- Take applications through the planning process from validation and assessment through to recommendation and decision, ensuring clear advice and proportionate consideration.
- Apply planning policy and guidance to assess proposals and make sound recommendations, seeking advice and guidance from senior colleagues where required.
- Negotiate with applicants and agents to secure acceptable and high-quality outcomes, including the use of planning conditions and, where appropriate, legal agreements.

Collaboration and stakeholder engagement

- Work constructively with applicants, agents, consultees, internal services and elected Members as part of the planning process.
- Prepare clear and accurate officer reports and recommendations, including reports for Planning Committee, Public Inquiries, local plan or neighbourhood planning examination hearings where appropriate.
- Attend site visits, meetings and consultations as required, representing the Council in a professional and helpful manner.

Appeals, enforcement and advice

- Support the handling of planning appeals, including assisting with statements or evidence as required.
- Investigate and progress planning enforcement matters, working with colleagues in Regulatory Services and Legal as appropriate.
- Provide clear and practical planning advice to customers and internal colleagues, helping to resolve issues early where possible.

Team working and development

- Work as part of a collaborative team, contributing positively to team objectives and service delivery.
- Share knowledge and good practice with colleagues and be open to learning from others.
- Use council systems effectively to manage workload and information, with support from senior officers where needed.

Professional standards

- Maintain an up-to-date understanding of planning legislation, policy and guidance relevant to your role.
- Carry out duties in line with the Council's values, policies and procedures, including health and safety, data protection, equality and inclusion.

Values

To actively promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; responding positively to challenges.
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be affected by acts or omissions at work.

Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.

The post holder will be required to attend evening meetings as required

Person specification

Experience in development management planning, either determining and/or supporting planning applications in a local authority or private practice setting.

An understanding of the planning system and how planning decisions are made.

The ability to manage your workload, with support, and meet agreed timescales.

Good written and verbal communication skills, with a customer-focused approach.

An interest in delivering good planning outcomes and contributing to service improvement.

Technical knowledge and skills

- A working knowledge of national and local planning policy and development management processes.
- The ability to prepare clear and accurate reports and recommendations, with guidance where appropriate.
- Confidence using digital systems and standard office software (experience of IDOX Uniform is desirable but not essential).

Qualifications

- A relevant planning qualification or working towards one, or equivalent practical experience.
- RTPI membership (or working towards it) is welcomed but not essential.

The postholder will require a full driving licence or have the ability to travel around the borough