



Job description

Job title:	Planning Development Officer
Grade:	BAND 7-11
Directorate:	Place and Prosperity
Reports to:	Senior Development Management Planning Officer

Purpose of the job

To administer and manage effective processing of planning applications in order to deliver the Council's Local Plan and to support the delivery of its Corporate Priorities, particularly in the area of Development Management and Planning Enforcement.

Main areas of responsibility

Be responsible for a case load of development proposals and manage the determination of planning applications, appeals, planning enforcement, pre-application enquiries and other associated tasks from start to finish providing sound advice to the applicants, stakeholders, planning committee and the leadership team.

Process planning applications and appeals, in accordance with the National and Local Planning Frameworks as well as the Council's strategies and priorities.

Undertake the negotiation of amendments, conditions and section 106 agreements across a wide range of work strands to ensure that the benefits of development are maximised.

Investigate potential breaches of Planning Permission and service formal notices by working closely with Regulatory Services and legal teams.

Prepare and present comprehensive and high-quality reports for Committees of the Council on applications as required.

Submit representations and the presentation of evidence on behalf of the Council at Public Inquiries, local plan or neighbourhood planning examination hearings.

Provide planning advice to internal teams in order to promote, facilitate and assist in the development of the Council's corporate priorities.

Adopt a customer-oriented philosophy towards the provision of the Council's services.

Provide mentoring support to planning colleagues sharing experience and best practice and assist in their development.

Ensure effective communication across a range of internal and external stakeholders and demonstrate a high level of responsiveness.

Attend public meetings, site visits and inspections, and consultation events which may take place outside of usual business hours.

Deliver continuous improvement and effective performance management of the service, by the use of appropriate Council systems and individual development of staff.

Produce regular, detailed and quality management and business information and apply initiative, judgement and discretion in how the key objectives and priorities of the team are achieved.

Ensure compliance with all legislation and policies regarding Health and Safety at work, General Data Protection, and Diversity and Inclusion.

Values

To 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; putting customers first and learning from feedback.
- **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.



**Melton
Borough
Council**

Person specification

A team orientated individual with experience of Town Planning and Development Management, capable of communicating with a wide range of stakeholders across multiple departments and sectors.

Flexible attitude with the ability to prioritise work to deliver a customer focused service and the operational goals of the department and the Council.

Experience of leading on planning cases commensurate to your capability and progress within the career grade.

Ability to produce complex reports or presentations and be confident at presenting evidence at examinations, public inquiries or committee meetings commensurate to your capability and progress within the career grade.

Excellent communication skills with customer focussed approach and willingness to engage proactively with applicants, elected members, stakeholders as well as complainants at all stages of the planning process.

Ability to seek opportunities for continuous learning and development of professional skills and experience as well as behaviours and keep updated with changes to guidance and best practice examples.

Politically aware with tact and diplomacy skills.

Working knowledge and understanding of Local Authority Development Management/Planning Policy and have experience of securing improved outcomes through negotiated change, conditions and s106.

Comprehensive knowledge and understanding of planning enforcement legislation and experienced in the processing of planning enforcement enquiries and issuing of formal enforcement notices

Awareness of disadvantaged groups and be aware of the issues around their planning needs.

Computer literate, with experience of IDOX Uniform and be confident in the use of the MS suite of applications.

Qualifications

Working towards (or a commitment to work towards) planning qualifications at graduate level or above, or the relevant experience working within a Local Authority Development Management Team and be a member of, or working towards, Membership of appropriate Professional body (e.g. RTPI), (or experience and qualifications sufficient to secure such Membership).