**ROLE PROFILE**

**Role Title Planning Officer (DM)**

**Service Area Planning, Development Management**

**Directorate Corporate Director of Place**

**Accountable to Principal Planning Officer**

**Grade F**

**JE Code JE0525**

**Date: December 2020**

**JE0525**

**Purpose of job** (outline what, to whom and why)

To manage and assist in the delivery and provision of a Development Management Service for Milton Keynes Council in line with the Statutory Planning Framework.

Apply professional judgement to Planning Applications, Pre-applications, Prior Notification applications, Post-decision applications, appeals (including Minerals and Waste proposals) and undertake general Development Management duties for the Council. To provide support and professional advice to Members of the Council, other Council Departments, developers, local residents, general public, Parish Councils, other statutory bodies and stakeholders on development issues.

**Key Objectives** (list what outcomes are essential)

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| 1 | To ensure planning and other applications are professionally assessed and recommendations are made with due regard to all relevant legislation, guidance and policies in order to meet the key objectives of the Council. To ensure high quality design and development and liaise with other Council Departments/Council Officers and other external organisations in order to assist in the provision of effective Development Management. |
| 2 | To assist in providing a Development Management Service and advice to Members of the Council, other Council Departments, developers, local residents, general public, the business community, Parish Councils, other statutory bodies and stakeholders on development issues. |
| **3** | To assist the Head of Development Management and Development Management Managers in order to meet National and Local Development Management targets. |
| 4 | To prepare written representation cases for planning appeals to ensure that the best possible case is put forward in support of the Council’s decision and represent the Council at hearings when required. |
| 5 | To ensure financial sums or physical improvements are achieved to provide public benefits from development (Planning Gain) *See footnote*. |
| 6 | To deliver consistently high quality customer service. |
| 7 | Present planning and other applications to councillors, the public and members of the press at the Development Control Panel meetings and occasionally at the Development Control Committee Meetings with support from the Core Business Unit Manager, Head of Development Management and Solicitor. |
| 8 | To independently manage the paid pre-application process and to provide a professional response in accordance with the Council’s agreed terms of service. Often Liaising with the applicant and agent on conceptual development proposals and options which require significant feedback prior to a final response. |
| 9 | To engage positively with applicants in a problem solving capacity and lead on the associated negotiations in accordance with the Council’s Working with Applicants Guidelines and the National Planning Policy Framework. |

**Footnote**

Planning gain means benefits, either in kind or financial contributions, secured through negotiations with developers to ensure that development proposals make adequate provision for infrastructure and community facilities.

**Scope** (outline the size or scope of the role, direct or indirect responsibility for people, finances, resources and any special aspects of the role)

**Resources**

The role holder will play a key role in bringing forward development that will shape the built environment of Milton Keynes and the physical, social and economic growth of the Borough. Those developments will occasionally have a major influence on the quality of life and wellbeing of those living and working in, and visiting, the Borough of Milton Keynes.

On a daily basis the role holder will give expert recommendations and advice on a wide range of development issues to both internal and external stakeholders, to ensure the Council’s planning policies and other issues are correctly interpreted and applied in the Development Management process.

**People**

The role holder will have a variety of contacts both internally up to the Corporate Director of Place and Member level and externally with other organisations, including at Central Government level if required. The post holder will develop and maintain positive and effective working relationships within other Council Departments, applicants, agents, Council Members, the media and any other interested parties.

Externally the role will provide appropriate advice and will interact with applicants, agents, developers and interested third parties (including MPs and Government Departments), town and parish councils, neighboring local authorities, key service providers and others on development management and enforcement matters. In association with this the role holder will process enquiries and applications efficiently and where appropriate seeking solutions to problems and outlining conclusions ensuring the Council meets its statutory duty to co-operate.

If required, the role holder will attend local town and parish council meetings and other public meetings to provide advice, guidance and information with support from a senior officer about development proposals.

The role holder will be required to engage with service users who do not understand or share the same opinions and for whom development is seen as a threat to their quality of life and assets. This may on occasion require dealing with difficult and often volatile situations.

Liaise with and seek guidance from internal and external representatives and then weighing up the guidance given against any conflicting advice/objectives. The outcome is to achieve the best quality development possible within the constraints of current legislation and performance targets.

**Financial**

No budget management responsibility.

**Non-Financial**

No significant direct responsibility for equipment, land or buildings.

**Special Factors**

Arranging and regularly carrying out site inspections, attending site meetings and other meetings held away from the normal place of work. Site inspections can involve climbing ladders and scaffolding or take place in locations such as building sites and derelict buildings, which present hazards to the role holder. The role holder is required to use appropriate safety equipment as necessary. Meetings can often be confrontational and management of / understanding of aggressive situations can be required.

The role requires outside lone working, working outside normal office hours, site visits/site meetings and Member’s site inspections, site inspection, which can involve visiting dangerous and / or remote locations (such as building sites / farms / industrial premises).

The role holder is required to attend evening meetings.

The role holder is required to use the Council’s computer software to manage applications and other cases. This involves inputting detailed and often sensitive information into the computer systems for generating correspondence to members of the public and other stakeholders and / or publishing on the Council’s website. Where necessary the role holder is required to censor confidential information to meet the requirements of the Data Protection Act.

The role holder is required to as a minimum to hold a planning degree or related subject such as a Geography and be willingto work towards the successful completion of an RTPI accredited course in planning at post graduate degree level or equivalent. The roleholder should be willing to work towards maintaining a log book reflecting on work undertaken, skills developed and regularly update a professional development plan in order to become a Chartered Member of the Royal Town Planning Institute.

**Work Profile** (outline the main areas of responsibility and accountability and competencies)

The role is front-line demanding up-to-date knowledge of planning legislation and a professional approach in dealing with enquiries from Elected Members, members of the public, developers and other professionals.

The role holder is required to have up to date knowledge of town planning and related expertise and to contribute to achieving the Council’s planning objectives, through the formulation of reports and recommendations based on all relevant policies and legislation.

To process applications and analyse complex problems with conflicting and contentious issues covering a variety of disciplines and undertake general development management duties for the Council including providing support and advice to external customers.

The role can require the assessment of a wide variety of information and opinions from a range of sources that can include legal, technical and subjective content and the seeking of solutions to issues that arise, and presenting conclusions and recommendations. The role holder is responsible for the analysis of conflicting issues covering a variety of material considerations and will produce reports presenting an informed recommendation. If required solutions including any revisions should be achieved through the negotiation process lead by the role holder.

The role holder will regularly attend Development Control Panel Meetings and occasionally attend Development Control Committee Meetings with the support from the Head of Development Management, the Development Managewment Managers and Solicitor to discuss applications with Council Members, the general public and members of the press.

Formulate the Council’s written representation case in support of decisions challenged at appeal. Represent the Council at appeal hearings when required.

To instruct and liaise with the Council’s Legal Services and interact with interested parties in the preparation of Legal Documents for serving and confirming Tree Preservation Orders. Present the confirmation of Tree Preservation Orders at Development Control Panel meetings.

**Staff management**

No direct line management responsibilities but occasionally providing support to team members and mentoring new members of the team.

**PERSON SPECIFICATION**

**In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder’s knowledge and skills should be specified**

**Awareness** some knowledge or skills sufficient to show aptitude and the ability to learn in the particular work area

**Significant**  knowledge and skills gained through practice and/or qualification sufficient to fulfill the role requirements

**Extensive** knowledge and skills gained through practice and/ or qualification to fulfill the role requirements and contribute to training others and developing policy and practice in the work area

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| **PERSON SPECIFICATION** | **Examples specific to role** | **Required** | | **Level** | | | **Method of Assessment interview, testing, reference** |
| **Essential** | **Desirable** | **Awareness** | **Significant** | **Extensive** |
| **SKILLS AND KNOWLEDGE**  **Technical knowledge and qualifications** | A good knowledge of town planning legislation. Education to Degree level or equivalent in planning or a related subject i.e. Geography allowing the role holder to work towards Post Graduate (or equivalent) qualification in planning to become a Chartered Member of the Royal Town Planning Institute, (See footnote) | **X** |  |  | **X** |  | **Int, ref.** |
| **Planning and organising work** | Able to prioritise own workload to meet deadlines; can communicate clearly and effectively both verbally and in writing | **X** |  |  |  | **X** | **Int, ref.** |
| **Planning capacity and resources** | Ability to use computer systems and database to manage case files; proactive in developing good working practices with partners. | **X** |  |  | **X** |  | **Int, ref.** |
| **Influencing and interpersonal skills** | Able to develop effective working relationships; Good communicator with the ability to work in potentially confrontational or emotive situations with tact and understanding | **X** |  |  | **X** |  | **Int, ref** |
| **PROBLEM-SOLVING**  **Using initiative to overcome problems** | Able to work alone using initiative; ability to interpret legislation and complex decisions to inform and support recommendations | **X** |  |  | **X** |  | **Int, ref** |
| **Managing risk** | Ability to recognise potential personal risk when on site and take appropriate action; to recognise potential outcomes of decisions |  | **X** | **X** |  |  | **Int, ref** |
| **Managing change** | To contribute to continuous improvement and respond positively to changes | **X** |  |  | **x** |  | **Int, ref.** |
| **ACCOUNTABILITY and RESPONSIBILITY**  **Undertakes tasks without supervision** | Ability to work to deadlines; responsible for the management and progress of own case files. | **X** |  |  | **X** |  | **Int, ref** |
| **Managing people** | Recognising and supporting the work of team members |  | **X** | **X** |  |  | **Int, ref.** |
| **Managing financial resources** | Awareness of service delivery and best value for money |  | **X** | **X** |  |  | **Int, ref.** |

**COMPETENCIES REQUIRED – All post holders must be able to comply with the Council’s core competency requirements which include communication, respect for others, customer service, drive for results, delivering the promise and continuous personal development.**

**SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.**

**In addition for those posts with management responsibilities the competencies will include managing self and personal skills, providing direction, facilitating and managing change, working with people, using resources, achieving results, promoting policy, values and culture, customer service and health and safety.**

**Other information**

* able to travel to meet service delivery requirements
* available to undertake occasional work outside of normal working hours
* Footnote

**Chartered Member of the Royal Town Planning Institute**

While there are a number of routes to becoming a Chartered Member of the RTPI, the most common involves:

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1. Working towards the successful completion of an RTPI accredited course in planning (degree, postgraduate diploma or equivalent) and
2. An [Assessment of Professional Competence (APC)](http://www.rtpi.org.uk/join_the_rtpi/assessment_of_professional_competence/). This requires working towards the equivalent of at least 2 years full-time relevant work experience in planning, one of which must be post qualification and undertaken as a Licentiate Member of the RTPI.  The Licentiate must keep a log book reflecting on work undertaken and skills developed, verified by their employer; and a regularly-updated professional development plan. Once they have the required years of experience, the Licentiate must submit a written report reflecting on this experience which will be assessed by assessors appointed by the RTPI.

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| Signed Job holder | Signed Line Manager | Signed Assistant Director |
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| Print Job holder | Print Line Manager | Print Assistant Director | Date |