

Job Description

Service:	Development Management (Planning)
Job title:	Development Management Officer
Grade:	F
Hours of work:	37 Hours a week
Responsible to:	Development Management Team Leader
Direct reports:	0
Indirect reports:	0

Purpose of Post:

To provide appropriate advice on all Development Management (Planning) matters including the provision of appropriate pre-application advice and the effective and efficient processing of principally 'other' applications (but also 'minor' planning applications) for planning permission and all other related consents and determinations.


Main Duties and Responsibilities:

1. Implementing the Council's place shaping agenda and its objective to be positive and proactive in terms of allowing the 'right schemes' in the 'right places' at the 'right times'.
2. To provide appropriate advice to and work with the public, developers, agents, Members, other departments of the Council and other persons and bodies as appropriate in connection with development proposals and related matters in writing, by telephone or in person.
3. Processing and formulating recommendations on principally 'other' applications (but also 'minor' planning applications) that are submitted to the Planning Authority including the preparation of reports for Senior Officers and Members.
4. Appropriately inputting into the formulation of planning policies.
5. Preparing and presenting appropriate evidence in response to related appeals and other challenges against the decisions of the Planning Authority.
6. Liaising with the Planning Enforcement Team regarding unauthorised development
7. Attendance at meetings with external organisations, the Development Management Panel and working parties as and when required.

This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within Huntingdonshire District Council.

Qualities	Examples
Knowledge and Qualifications	<p>RTPI accredited degree; or</p> <p>Other relevant degree level qualification; or</p> <p>Relevant experience in a similar or equivalent field</p> <p>Knowledge/awareness of planning legislation and Government planning guidance</p>
Experience	<p>Experience of working as a development management case officer in a Local Authority planning department or at an equivalent level in private practice.</p> <p>Using IDOX Uniform systems (D)</p>
Skills and Abilities	<ul style="list-style-type: none"> • Clear and concise written and spoken communication skills • Ability to present written information in a structured and balanced way appropriate to the needs of the reader. • Post requires giving advice / exchange of information / persuading / negotiating (This is at all levels from member of the public to Counsellors and the Planning Inspectorate as required) • Analytical skills • The applicant will be accountable for their own workload, with the majority of applications being made at delegated level but some will be heard at Development Management Committee (DMC).
Decision making and Impact on others	<ul style="list-style-type: none"> • Makes and communicates clear decisions; • Makes effective decisions under time pressure; • Balances risks and benefits of various options and decisions;

Qualities	Examples
	<ul style="list-style-type: none"> • Takes responsibility for the outcomes and impact of their decisions and those they delegate; • Incorporates a range of views when making their decisions; • Considers all relevant information when making decisions; • Considers diversity issues when making decisions • Considers the effects their decisions may have across the wider department
Communication with Internal and External Customers	<p>Predominantly external customers, such as:</p> <p>Developers, Agents, Landowners, Residents, Members, other Councils' Officers, Town and Parish Councils, Agencies and Organisations. High visibility with members of the public</p> <p>Internal customer contact 20%</p> <p>External customer contact 80%</p>
Personal attributes & other requirements	<ul style="list-style-type: none"> • Willing to travel and occasionally work unsocial hours; • Be a good team worker demonstrating loyalty and commitment to the organisation and team members; • Is prepared to adapt their approach to overcome obstacles; • Responds constructively to a change in agenda or priorities; • Revisits their decisions when presented with new information; • Is prepared to adjust their interpersonal style to respond to the needs or preferences of others and the situation; • Re-prioritises appropriately when faced with a change in requirements.
HDC values	<p>The values outlined below reflect our collective positive attitude and how all staff is expected to work together as one team.</p>

Qualities	Examples
	<p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people's differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>

Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to Safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.