



ADUR & WORTHING
COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Regenerative Development/Planning/Development Management
Post Title	Planning Officer
Post Numbers	10328/10415/3900
Accountable to	Principal Planning Officer (Team Leader)
Key leadership relationships	<p>Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers</p> <p>External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.</p>
Work style	This role falls within the Blended Working Policy
Last updated	2023

Job Description - Principal purpose of job (role summary)

As Planning Officer you will support the Principal Planning Officer (Team Leader) to assist the Principal Planning Officers and the Planning Services Manager in ensuring that the Development Management teams undertake their statutory and non-statutory duties relating to the management of the built and natural environment in accordance with planning legislation, guidance and adopted procedures.

Ensure that the Team meets adopted service standards and provides an efficient and cost-effective service to its customers.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working
Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan
Act with honesty and openness, and be brave enough to contribute your ideas and get involved
Bring your passion for delivering a high quality service for our residents to your role
Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow
<p>Live how we work with each other and our customers:</p> <ul style="list-style-type: none"> ● We listen ● We say what we think & do what we say ● We are inclusive & kind ● We are ambitious ● We think & act beyond ourselves and our service ● We are a team
Promote the service and Councils positively at all times

Role specific Duties and responsibilities

Include here any required participation in on call rotas for the role

Processes, evaluates and makes recommendations on applications for planning permission and applications for listed building consent, advertisement consent, lawful development certificates and prior notifications

Deals with appeals against the refusal of planning applications, preparing written appeal statements and presenting evidence at hearings where necessary
Deals with matters concerning the implementation of permissions, including details pursuant to conditions in legal agreements and the enforcement thereof
Gives advice, including pre-application advice, and information to applicants, developers, the general public, other departments within the Council and other bodies and authorities relating to the use and development of land and buildings
Assist with the preparation of the Adur and/or Worthing Local Plans, including the preparation of relevant studies and drafting of relevant planning policies. Assist the Planning Policy team as and when required in preparing and updating supplementary development management guidance, particularly in respect of that relating to householder/minor developments.
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' Safeguarding Policy .

Person Specification:

The core skills and competencies below are taken from our organisational <u>Skills and Competencies Framework v1.0</u> and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.	
Participative	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the <u>Participation Skills & Competencies</u>.</p>
Adaptive	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges & opportunities to be able to adapt to change around you</p>
Resilient	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>
Leadership	<p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>

	Essential	Desirable
Qualifications	Degree or equivalent qualification in Planning or a closely related discipline	
Knowledge	As above	
Experience	Relevant experience in Development	Experience within an Urban Local Authority

	Management including the processing and determination of applications	
Communication	Effective oral and written negotiation and customer care skills; tactful and diplomatic, impartial but able to be persuasive and firm	
Relationship Building	Ability to build relationships with external and internal stakeholders	
Analytical	Appraisal of planning (and other) applications – involving objectivity, literacy and numeracy skills. Ability to analyse and evaluate information on a whole range of technical and policy issues (and also large numbers of third party representations), including weighing conflicting factors, and reach a balanced judgement.	
Planning/ Organising	Effective planning and methodical organisation of workload, with many competing demands, essential to meet tight deadlines	
Other requirements	Valuing kindness and compassion in the workplace Acceptance of political restriction Able to travel within the Adur and Worthing Districts	

Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	