



ADUR & WORTHING COUNCILS

Job Description

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| Authority: | ADC / WBC |
| Directorate: | Economy |
| Section: | Planning |
| Post Title: | Planning Officer |
| Post Number: | |
| Accountable to: | Principle Planning Officer |
| Management responsibility for: | |
| Authority to liaise with: | Internal / External |
| Meetings attended on a regular basis: | Development Management Team/Section Meetings |
| Work style | Flexible |

Principal purpose of job (role summary)

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.

Main duties, tasks and responsibilities of post holder

Deals with appeals against the refusal of applications (and against the imposition of conditions or the failure to reach decisions within the statutory time period and appeals against enforcement notices, etc), preparing written statements and presenting evidence including acting as witness for the Council at public inquiries and informal hearings.

Deals with matters concerning the implementation of permissions, including details pursuant to conditions and covenants in legal agreements/obligations, and the enforcement thereof (including passing information and giving advice to the Planning Enforcement Officers).

Gives advice and information to potential applicants, developers, the general public, other departments/divisions within the Council and other bodies and authorities relating to the use and development of land and buildings.

Assists in the promotion of e-government including making suggestions for and coordinating enhancements to the development management-related matters on the Council's website.

Assists in preparing and updating supplementary development control guidance and advice notes.

Inputs to the preparation of planning briefs and planning policies (undertaken by the separate Planning Policy Section in the Division).

Deals with the making and administering of Tree Preservation Orders and other matters related to the protection of trees

Checks submissions made under the Building Regulations to ascertain whether permission is required

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. 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.

Main duties, tasks and responsibilities of post holder

1. Processes, evaluates and makes recommendations on applications for planning permission and applications for listed building consent, conservation area consent, express consent for advertisements, Tree Preservation Order consent, lawful development certificates, high hedge complaints and related matters.
Includes giving advice and instructions to the planning services administrative support team regarding the validation and registration of planning applications and the identification of relevant consultees
2. Deals with appeals against the refusal of applications (and against the imposition of conditions or the failure to reach decisions within the statutory time period and appeals against enforcement notices, etc), preparing written statements and presenting evidence including acting as witness for the Council at public inquiries and informal hearings.

3. Deals with matters concerning the implementation of permissions, including details pursuant to conditions and covenants in legal agreements/obligations, and the enforcement thereof (including passing information and giving advice to the Planning Enforcement Officers).
4. Gives advice and information to potential applicants, developers, the general public, other departments/divisions within the Council and other bodies and authorities relating to the use and development of land and buildings.
5. Assists in the promotion of e-government including making suggestions for and coordinating enhancements to the development management-related matters on the Council's website.
6. Assists in preparing and updating supplementary development control guidance and advice notes.
Inputs to the preparation of planning briefs and planning policies (undertaken by the separate Planning Policy Section in the Division).
7. Deals with the making and administering of Tree Preservation Orders and other matters related to the protection of trees and checks submissions made under the Building Regulations to ascertain whether permission is required
8. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
9. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
10. 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.
11. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. 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.

Job Description agreed by:

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| Post holder: <i>(print name)</i> | |
| Signature: | |

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|---|--|
| Date: | |
| Line Manager: <i>(print name)</i> | |
| Signature: | |
| Date: | |
| Executive Head of Service: <i>(print name)</i> | |
| Signature: | |
| Date: | |