

## Folkestone & Hythe District Council Job Description

JOB DETAILS	
<b>Job Title</b>	Graduate Planning Officer
<b>Service Area / Team</b>	Planning / Development Management
<b>Reports to</b>	Development Management Team Leader
<b>Post Number</b>	TBC
<b>Grade &amp; Annual Salary</b>	£19,839 - £41,645 (Grade C - G, dependent on career grade progression) (Subject to evaluation)
<b>Politically Restricted Post</b>	No
<b>DBS Requirement</b>	N/A

JOB PURPOSE
<ul style="list-style-type: none"> <li>Following a period of training this entry level role into planning will require the applicant to initially start with a small number of basic planning applications and as skills and knowledge develop to take responsibility for a wider variety of types of applications and pre application enquiries and to be a vital team player suggesting and implementing ongoing improvements to help to provide an efficient and effective and user friendly Development Management service.</li> </ul>

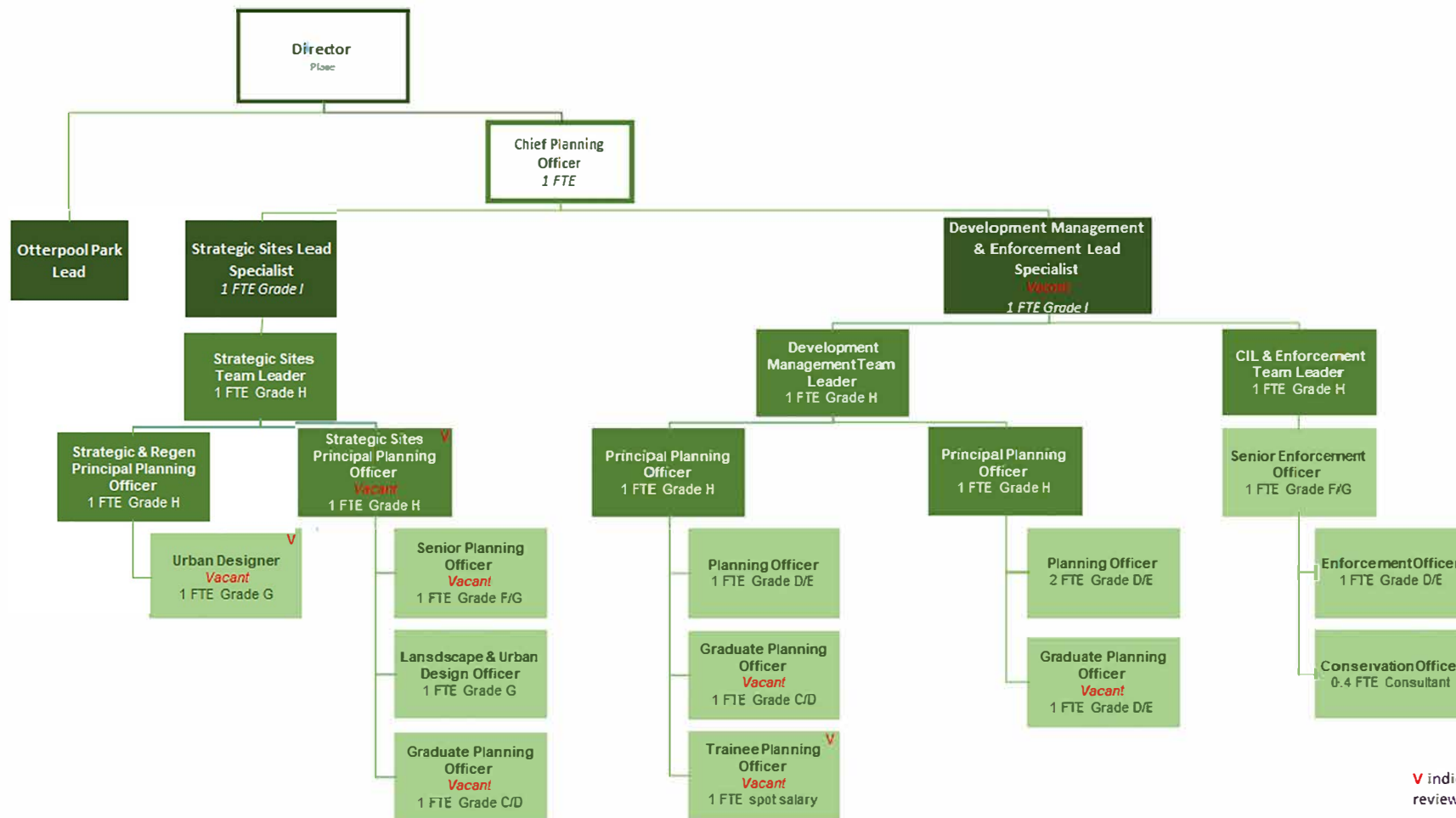
MAIN DUTIES AND RESPONSIBILITIES	Frequency (daily/weekly/ monthly/annually etc)
<ul style="list-style-type: none"> <li>Have a basic knowledge of what a planning department does and the purpose of the role</li> </ul>	Ongoing
<b>After a period of training and learning/ developing skills;</b>	
<ul style="list-style-type: none"> <li>To case manage all types of applications dealt with in planning including planning permission, Listed building consent, Demolition notices, Lawful Development Certificates (proposed and existing), prior notifications etc including making a recommendation to approve or refuse to line manager or Development Management Planning Committee and drafting delegated and committee reports.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>Prepare draft decision notices</li> </ul>	Daily
<ul style="list-style-type: none"> <li>Undertake site visits and provide advice in respect of pre-application enquiries in accordance with local and national planning policy and planning law.</li> </ul>	Daily

<ul style="list-style-type: none"> <li>• Manage own workload to ensure application decisions and pre-application enquiries are dealt with within statutory time limits.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• Responsible for ensuring consultations required by law and by internal procedure are carried out.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• Keep abreast of changes to planning law and case law as determined by courts and recent appeal decisions.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>• Identify policy constraints to development both on proposals, maps and on site.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• Undertake negotiations with applicants and agents to improve quality of development.</li> </ul>	Regularly
<ul style="list-style-type: none"> <li>• Use a document management system to case manage including measuring distances and site areas and to upload site photos and new documents received during application process. Use computer system to input decisions and prepare and draft reports.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• To provide advice and guidance verbally and in writing to a variety of stakeholders using appropriate language and communication methods depending on the audience including to Councillors, Parish Councils, Agents, Applicants, Internal Staff, Statutory Consultees inc Environment Agency, Natural England etc.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• To investigate enforcement matters arising from their case load and carry out any necessary enforcement work as a result.</li> </ul>	As required
<ul style="list-style-type: none"> <li>• To prepare appeal statements.</li> </ul>	As required
<ul style="list-style-type: none"> <li>• To actively suggest and take part in implementation of ongoing continuous improvements within the department particularly in respect of new Government procedures.</li> </ul>	As required

## CORPORATE RESPONSIBILITIES

<ul style="list-style-type: none"> <li>• Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.</li> </ul>
<ul style="list-style-type: none"> <li>• To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.</li> </ul>
<ul style="list-style-type: none"> <li>• To actively demonstrate the values and behaviours of the council.</li> </ul>
<ul style="list-style-type: none"> <li>• To ensure our customers are valued by taking into account their views and needs in all that we do.</li> </ul>
<ul style="list-style-type: none"> <li>• To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.</li> </ul>

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| <ul style="list-style-type: none"><li>• To communicate openly and honestly with colleagues, members and customers.</li></ul>  |
| <ul style="list-style-type: none"><li>• To undergo any training necessary to be able to fulfil the requirements of the job.</li></ul>   |
| <ul style="list-style-type: none"><li>• To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.</li></ul> |



V indicates a post pending review in October 2020

## Folkestone & Hythe District Council Person Specification

### Post Title: Graduate Planning Officer

Important Information for Applicants:				
The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. <b>If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.</b>				
Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	<b>Essential</b> <ul style="list-style-type: none"> <li>GCSE A-C standard or equivalent (including Maths &amp; English)</li> <li>Degree or equivalent relevant experience in planning</li> </ul>	✓		
	<b>Desirable</b> <ul style="list-style-type: none"> <li>Student membership of RTPI</li> <li>Good numeracy and IT skills</li> <li>Willingness to work towards planning qualification (post-graduate)</li> </ul>	✓ ✓ ✓		
Experience and Knowledge	<b>Essential</b> <ul style="list-style-type: none"> <li>Demonstrable knowledge and understanding of the role of Planning Policy/Development Management and the planning system.</li> <li>An appreciation of the requirements of working in a policy-making/decision making or political environment</li> <li>Experience of operating MS Office systems such as Microsoft Word, Excel and Outlook</li> <li>IT skills and report writing skills</li> </ul>	✓ ✓ ✓ ✓	✓ ✓ ✓	
	<b>Desirable</b> <ul style="list-style-type: none"> <li>An appreciation of the requirements of working in a policy-making/decision making or political environment</li> </ul>	✓	✓	

	<ul style="list-style-type: none"> <li>▪ Experience of operating MS Office systems such as Microsoft Word, Excel and Outlook</li> <li>▪ IT skills and report writing skills</li> <li>▪ Previous experience of GIS and map based applications.</li> </ul>	✓	✓	
<b>Skills and Abilities</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• The written and oral communication skills required to effectively liaise with stakeholders, customers and colleagues at every level and through a range of mediums.</li> <li>• Strong interpersonal skills and the ability to convey and receive information accurately with tact and diplomacy.</li> <li>• Ability to write clear and concise, logical reports and statements.</li> <li>• Ability to work as part of a team and on own initiative.</li> <li>• Ability to organise and prioritise workload and competing demands effectively in order to meet deadlines and maintain high standards at all times.</li> <li>• Flexible, adaptable and receptive to new initiatives and change.</li> <li>• Excellent customer service skills and the ability to offer customers an effective, efficient and consistent service.</li> <li>• Ability to deal effectively with confrontational situations</li> <li>• Access to car or motorcycle</li> <li>• Full driving license</li> </ul>	✓	✓	
	<b>Desirable</b> <ul style="list-style-type: none"> <li>▪</li> </ul>			