



Hart job description and person specification

Job Description

Job title

Senior Planner

Department

Place Directorate

Grade

Grade H (SCP30-SCP33)

Salary

£37,883 to £41,046

Manager

Development Management Team Leader

Job summary

Reporting to a Development Management Team Leader, this role provides reliable planning advice for a variety of projects including major proposals, bespoke pre-applications and complex applications.

The roles requires an experienced planner to assist in the delivery of best practice and value for money through high standards of customer service and securing positive outcomes. To provide mentoring and support for more junior members of the team.

This post requires high performance outputs and the achievement of service objectives. This post will make a positive contribution to the Council's core values by being helpful, approachable, responsive and taking ownership of challenges and problems, while making customers feel warm, welcome, wanted and cared for.

Main responsibilities and activities

1. To assist the Planning Manager and Head of Place Services in the day-to-day handling of all aspects of Development Management.
2. To deal with major applications, complex householder and other non-householder applications for planning permission, listed building consent, lawful development certificates, advertisement consent and GPDO notifications including the carrying out of consultations, attend meetings with consultees and other bodies as required, and negotiating with applicants within timescales set by Central Government.
3. In accordance with the agreed scheme of delegation and guidance criteria set down, to make recommendations to the Head of Place Services.
4. To prepare reports on Committee applications and attend Committee as required in order to assist the Planning Manager and Head of Regulatory Services in the presentation of applications.
5. To advise members of the public and others in response to correspondence on the telephone and at reception on the requirements for planning permission, the content of current planning applications, the planning history of sites, and other associated matters as required.
6. To prepare statements for appeals conducted by written representations, and attend hearings and Public Inquiries as may be required.
7. To advise developers and other prospective applicants of Development Plan and other Council Policies through the pre-application process to advise on acceptability of proposals prior to submission of planning and other related applications including for complex major and other applications.
8. To secure compliance with conditions where necessary including negotiation on pre-commencement conditions and matters relating to the discharge of conditions.
9. To ensure that planning obligations are negotiated in the best interests of the Council and wider public and that they comply with the requirements of the relevant legislation.
10. Where expedient, identify planning breaches to the enforcement team and to prepare contravention reports for enforcement to secure compliance with conditions.
11. Provide a high-quality service for our residents, staff, managers, and external partners.
12. Make customers feel warm, welcome, wanted, and cared for when they are interacting with you

13. Promote the **HART Values** by:

- Being **helpful**
- Being **approachable**
- Being **responsive**
- **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

Standard Clauses

- To work in an internal and external customer related way in accordance with the Council's core HART values, and in accordance with adopted procedures and good practice.
- To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.
- To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures, and legislation.
- To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.
- All employees have a responsibility to ensure they take a vigilant approach at all times to safeguard members of the public, colleagues, and themselves and that they follow adopted procedures and good practice to aid in the identification and effective reporting of any safeguarding concerns.
- In the event of a Civil Emergency to take on any new roles and responsibilities allocated by Leadership Team, and to be available to undertake any training that maybe required to fulfil this role.

This is not a complete list of all the responsibilities and activities of the job. Some responsibilities and activities may change to meet service needs. These changes will be discussed with the post holder and will not significantly affect the nature or level of responsibility or job grade.

Person specification

Job title

Senior Planner

The HART Values

We aim to recruit candidates who are committed to our core values. We want customers to feel warm, welcome, wanted and cared for when interacting with Hart District Council.

To achieve this, all staff should promote the **HART Values** by:

- Being **Helpful**
- Being **Approachable**
- Being **Responsive**
- **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

The following table sets out the essential and desirable attributes we are seeking for this role.

Attributes	Essential	Desirable	Evidence
Education and qualifications	Degree in Planning or equivalent Post Graduate Degree/ Diploma in Planning or equivalent	Member of the Royal Town Planning Institute Other relevant specialist qualification	Application form and certificate

<p>Experience and knowledge</p>	<p>Significant post-qualification experience in Planning</p> <p>Detailed knowledge of legislation, policy, guidance and best practice relevant to the function</p> <p>Positive and proactive approach to development management</p> <p>Committed to providing high-quality customer service</p>	<p>Positive approach towards income generation and commercialisation</p>	<p>Application form and interview</p>
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<p>Skills and abilities</p>	<p>Excellent oral and written communication skills</p> <p>Excellent inter-personal skills with the ability to listen, influence, negotiate and / or persuade people and deal effectively with difficult situations</p> <p>Ability to plan and prioritise workload and to ensure that tasks are completed and on time</p> <p>Ability to think strategically i.e. to see things in a wider context combined with a pragmatic approach to problem solving and service delivery</p> <p>Flexibility and willingness to motivate and support the management of change</p> <p>Ability to research and analyse complex issues and data, and prepare clear and concise notes and reports</p> <p>Good project management skills</p> <p>Computer literate and proficient in Microsoft Office software</p> <p>Ability to make customers feel warm,</p>		<p>Application form, interview and test</p>
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	<p>wanted, welcome and cared for</p> <p>Ability to take ownership of tasks, challenges, and problems to achieve an appropriate outcome</p>		
<p>Personal qualities</p>	<p>Innovation and drive</p> <p>Ability to work under pressure and manage a heavy workload</p> <p>Ability to work as part of a team and/or alone and use own initiative</p> <p>Political sensitivity & awareness</p> <p>Commitment to continuous professional and personal development</p> <p>Ability to manage own time</p> <p>Commitment to delivering the best possible services for residents, and internal and external customers</p>		<p>Application form and interview</p>

Other working requirements	Full driving license and access to a car for work purposes Ability to attend meetings out of hours (such as Planning Committee)		Application form and interview
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Signatures:

Job-holder

Manager