

ROLE PROFILE

Job family	Regulation & Technical	Role profile number	RT08-2611	Grade H
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Job purpose: Monitoring and enforcement of prescribed regulatory areas, which will include but not limited to, recommendations regarding infringement, resolution advice, event-based activities. Provision of services of a technical, vocational or specialist operational nature to internal and external customers. To provide legal / regulatory /statutory monitoring and enforcement support within a specific work area.

Grade H posts will be required to undertake research and analyse information to provide recommendations to both internal and external stakeholders. Grade H posts are higher in 'Contacts & Relationships' and 'Creativity & Innovation' with increased impact from decisions made compared with grade G posts. This level of post is common across the organisation as an entry level post within the field where postholders will be working towards a relevant professional qualification.

Factor	Relevant Job Information
Supervision and/or Management of People	No full management of a team but will be required to monitor the quality and quantity of the work of others. Will provide advice, guidance and support to colleagues to ensure whole team achievements are met.
Indicative qualifications	HNC or NVQ level 4 or equivalent experience/skills. ITQ 2 or equivalent skill and ability. Working towards relevant professional qualification. Licence / certificate / qualification required for the role.
Knowledge and Skills	High level of relevant and practical experience acquired on-the-job which demonstrates ability to undertake and develop within the role. An advanced understanding of relevant procedures and working practices. Good knowledge of specialist function relevant to service area. Excellent ICT skills including use of Microsoft applications and specialist systems. Experience in the research, analysis and presentation of information. Experience in the use of specialist equipment / systems / techniques relevant to the role. Good communication and interpersonal skills, able to explain technical / legal issues in a straightforward manner. Ability to draft up technical reports and draw conclusions from the data to inform decision making. Good knowledge of other areas of the authority relevant to the service Good organisational skills and the ability to prioritise workloads and achieve deadlines
Creativity and Innovation	Creativity and innovation are a feature of the job along with ability to interpret general guidelines to resolve issues. Provide evidence and documentation for the council at inquiries / court etc. Take appropriate action to ensure / support enforcement of / compliance with regulations. Undertake the full range of registration duties, conducting legal and civil proceedings as required. Issue licences / registrations or other authorisations. Ensure compliance with safe practice and the legal use/operation of specialist equipment. Support the development and delivery of team plans. Identify method of analysis to use and action to be taken within a defined area of responsibility. Recommend options, primarily through reference to precedent, supported by original thinking, within guidelines and procedures
Contacts and Relationships	Providing more specialist / professional advice and guidance where the situation and outcome are not straightforward or well established. Involves supporting or guiding colleagues / customers / stakeholders on issues relevant to the service area. Deal with people at all levels confidently, sensitively and diplomatically.

Factor	Relevant Job Information
	<p>Be first point of contact on a range of queries from internal / external customers, will be dealing with challenging situations where influence could be required.</p> <p>Contacts will include colleagues, senior managers, partners, customers, members of the public, and stakeholders.</p> <p>Liaise with external agencies to exchange information. Communicate changes in policy and working practice to contacts.</p> <p>May involve contact with solicitors / court officials</p>
Decisions – Discretion & Consequences	<p>Work is carried out following the framework of accessible guidelines and processes.</p> <p>Decisions are made based on a range of established practices.</p> <p>The consequences of the decisions will have a material effect on the service.</p> <p>Plan, organise and deliver own work to support the delivery of the regulatory / statutory / legal service and ensure completion of tasks within required standards and timescales.</p> <p>Investigate compliance / legal issues within area of responsibility. Including where required more complex / serious issues within specific area of specialisation.</p> <p>Collate, enter, process and analyse information / evidence using the appropriate systems.</p> <p>Research and evaluate information as required and produce reports with recommendations.</p> <p>Work with partner organisations as required.</p> <p>Support customers to plan improvements and monitor outcomes.</p> <p>Assist in the preparation of tenders and contracts.</p> <p>Organise and maintain records and documents using appropriate process / system</p>
Resources	Little or no responsibility for physical or financial resources
Work Demands	Work subject to interruptions and at times may be competing demands of work priorities.
Work Environment	<p>Work may require some physical effort.</p> <p>Majority of work may be performed outside in all weathers or exposure to moderate noise or dirty or difficult and unpleasant surroundings / conditions.</p> <p>Work potentially involving some risks due to nature of activities being provided and / or environment or public / customers.</p>
Our Identity	<p>Our Identity sets out who we are and provides a shared understanding of how we are all expected to lead, work and act with each other, our partners and our residents to deliver our services and build stronger communities. They enable us to continually evolve and adapt to meet the changing needs of our residents and ensure that we continue to deliver great services and make a difference to the people of Wiltshire.</p> <p>All of us are expected to demonstrate the ten elements of Our Identity in how we work to shape and create the organisation we want to be part of. It should influence our decisions, activities, projects and ways of working</p>
Health & Safety	All employees are required to carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to their line manager
Equalities	Wiltshire council is committed to ensuring employees do not discriminate against colleagues, suppliers or third parties at work or harass or victimise others. Incidents of discrimination at work are taken seriously and employees are encouraged to report incidents via their manager or anonymously via the whistleblowing policy .
Authority to work in the UK	All employees must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided as proof of identity are retained for our records, by providing these proofs the council will treat this as consent.

The above profile is intended to describe the general nature and level of work performed by employees in this role and does not detail a list of all duties and responsibilities. The Council reserves the right to amend this role profile as necessary.

ROLE DESCRIPTION

Role description:	Planning Officer Level 1- DM	
Role profile family:	Regulation & Technical	
Role profile number and grade:	RT08-2611	Grade H
Number of posts:	1 of 5	
Service/Team:	Development Management	
Reports to:	Planning Manager (DM)	

Job Family overview

Regulation & Technical job family overview:

Monitoring and enforcement of prescribed regulatory areas. Provision of services of a technical, vocational or specialist operational nature to internal and external customers

- Assessment of physical or administrative situations
- Judgement or recommendation regarding infringement
- Advice on resolution to participant
- Delivery of authoritative technical services to meet specific event-based request.
- Vocational and / or theoretical knowledge and skills in specific discipline

Service / function Context

The Planning Service is responsible for the delivery of future growth of Wiltshire, ensuring that decisions are taken that deliver high quality place-shaping, following policy guidance and best practice in urban design. It's both a statutory and regulatory service responsible for delivering housing and employment as set out in the adopted Local Plan.

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The Development Management Service is responsible for determining planning applications for new development in line with policy and legislation. While some of the decision-making process is subjective, there is a high degree of legal and prescriptive procedure which has to be followed to conform with legislation and guidance. The service helps to deliver the council's business plan, by providing new development, economic growth and environmental protection and sustainability.

Working alongside the communities in Wiltshire, and many statutory stakeholders, such as Environment Agency, Historic England and town and parish councils, this role helps to preserve and enhance the natural and built environment.

Job Purpose

As a Level 1 Planning Officer, you will be involved in processing a range of planning applications, mainly householder applications but with the opportunity to work alongside a Level 2 Planning Officer or Senior Planning Officer to get experience of other planning projects and initiatives.

This is a front-line role, responsible for making recommendations on the decisions on the outcome of planning applications and pre application enquiries which are relatively straightforward in nature, and in line with council's scheme of sub-delegation. Reporting to the Planning Manager, you will also provide support to other planning officers within the teams. You will receive mentoring from officers within the team.

Specific duties

- To effectively process minor and householder planning and listed building applications from receipt to determination making recommendations for delegation or, occasionally, determination by Committee. Processing applications involves site visit; consider consultation responses (town/parish councils; highways authority; neighbouring property owners; etc) applying relevant national and local policies and procedures; assessing issues of design and amenity; assessing impact of proposals upon heritage assets; negotiating with applicants/consultees; and making recommendations on decisions. Applications are required to be determined within statutory timeframes.
- Working with a Senior Planning Officer, you will receive mentoring and support to gain experience. This may also include shadowing a Senior Planning Officer on more complex applications and providing additional support throughout the application process.
- You will be responsible for negotiating with internal and external partners on issues that may arise, and to secure improvements to schemes to ensure that they meet the Council business plan objectives.
- Responsible for preparing appeal statements for applications you may have dealt with, where these are appeals heard by written representations. Where there is a Hearing, you will be required to attend (with the support if required) to present the Council's case.
- Responsible for attending planning inquiries as a support for the senior planning officer and to generally help with requests on the day.
- Provide professional and statutory guidance and advice on planning matter and in support of applications to customers, stakeholders and elected members and senior council officers in other services.
- Use creative thinking and innovative practices to determine planning applications in accordance with the Town and County Planning Act, whilst ensuring that the needs of the customer are at the heart of decision making and ensuring that decisions taken deliver high quality place-shaping, following policy guidance and best practice in urban design.
- Working across Development Management and on occasion, Planning Policy, advise, comment and make recommendations with regard to policy formulation. To contribute towards the preparation and compilation of Local Development Framework Policies, Supplementary Planning Documents (SPD's) and Design and Development Briefs.

- Deliver exceptional customer service to support all customers to deliver high quality development in line with the councils' aspirations. Fostering positive relationships with stakeholders is integral to the success of delivering quality planning projects.
- Provide draft responses to formal complaint letters/ ombudsman cases/ Freedom of Information Requests i.e. The post holder must be able to provide professional and concise information to a senior officer in the event of a complaint letter being submitted or as the result of an ombudsman complaint or FOI requests that will set out the issues and concerns as required.
- To assist and liaise with parish and town councils in their preparation of a Neighbourhood Plan.
- Working closely with the Planning Business Support team, provide advice on validation and consultations in line with the validation checklists and consultation matrix. Also be the link between the teams for improvements to processes and systems.

Person Specification

Essential

Qualifications and experience

- Degree in a subject related to planning (e.g., planning, architecture or heritage) **OR** a non-graduate with sufficient planning or planning related experience.
- ITQ 2 or equivalent skill – including expert working knowledge of utilising Microsoft products and the use of databases and Geographical Information Systems.
- Previous experience in a planning environment with project management skills and experience.

Knowledge and skills

- Expert knowledge of National planning practice, procedures, legislation, advice and local policies
- Excellent communication and interpersonal skills – being able to communicate effectively with all stakeholders with proven ability to provide technical advice in a way appropriate to a wide range of stakeholders.
- Negotiation skills - the ability to undertake negotiations with developers to secure the best development.
- Organisational skills - the ability to organise the postholder's incoming and outgoing workload of planning applications.
- Diplomacy and tact - the ability to relate to a wide range of people - Members, applicants, agents and neighbours - explaining complex policies and objectives in a manner understood by all sections of the community.
- Decision making - the ability to weigh up competing arguments about a proposed development and make a sound professional decision based on an understanding of the complex policy framework and all other material considerations.
- Self-motivated but able to work within a busy team and with the ability to motivate others.
- Good understanding of local government- including Wiltshire Council's constitution procedures, standing orders etc.

Career graded posts (where applicable)

This post can be used as a career graded post, designed so that postholders can progress once academic and experience thresholds have been met. This is subject to a vacancy being available and a successful recruitment exercise.

The posts that form part of this career grade structure are:

- Senior Officer (RT12-0879)
- Planning Officer Level 2 (RT10-0880)
- Planning Officer Level 1 (RT08-2611)

Supporting information

Driving classification	
Occasional driver A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.	<input checked="" type="checkbox"/>
Regular Driver Must hold a valid UK driving licence and have access to either their own car or a pool car in order to undertake the duties of the role, unless other forms of transport are available and viable to perform the role, including public transport, or unless a reasonable adjustment has been agreed.	<input type="checkbox"/>
Required Driver Must hold a valid UK driving licence and will drive a vehicle supplied by the Council in order to undertake the duties of the role.	<input type="checkbox"/>
Employees should refer to the Corporate Driving at Work policy for further information.	

Driving trigger points			
The trigger points set out below, regarding driving licence points and at-fault accidents, apply to all staff who drive on council business.			
Trigger Points	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action	
Points on driving licence	6	9	
Trigger Points	Discussion and advice on expected driving standards	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action
At fault accidents within a two-year period (whether work or personal)	1	2	3
<p>Job applicants who drive must have 9 or less points on their driving licence and must have less than 4 at fault accidents within a two-year period. If they meet the trigger points, they will be subject to the actions outlined in the table above.</p> <p>If holding a valid licence, occasional drivers will need to declare penalty points and no-fault accidents as requested. Depending on the role, decisions as to whether this might either affect appointment or require corrective driver training, will be made case by case.</p>			

Political restriction	
This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as an MEP, as a member of the Scottish or Welsh Parliaments, or as a local councillor. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party	<input checked="" type="checkbox"/>

This role is not politically restricted	Error! Bookmark not defined.
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Professional fees and related occupational costs	
As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council	<input checked="" type="checkbox"/>
This role does not have any professional or occupational membership requirements	x <input type="checkbox"/>

Clearances – Disclosure & Barring Service (DBS)	
This role will be engaged in ‘regulated activity’ providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an Enhanced DBS check before appointment can be confirmed.	<input type="checkbox"/>
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	<input checked="" type="checkbox"/>

Clearances – Baseline Personnel Security Standard (BPSS)	
This role requires access to the GCSX network and is subject to a BPSS check.	<input type="checkbox"/>
This role is not subject to a BPSS check	Error! Bookmark not defined.

Clearances – Non-Police Personnel Vetting (NPPV)	
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 2* . (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed ‘secret’).	<input type="checkbox"/>
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 3* (*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to “secret” level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members).	<input type="checkbox"/>
This role is not subject to a NPPV check	<input checked="" type="checkbox"/>

Safeguarding	
For all roles within Children's Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.	<input type="checkbox"/>
For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.	<input type="checkbox"/>
For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.	<input checked="" type="checkbox"/>