

## ROLE PROFILE

<b>Job family</b>	<b>Regulation &amp; Technical</b>	<b>Role profile number</b>	<b>RT12-0879</b>	<b>Grade L</b>
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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 L posts are higher in 'Decisions' with the requirement to set working standards/practices and to lead on initiatives to design and deliver service transformation. These posts are also higher in 'Knowledge & Skills' requiring a relevant post graduate professional qualification and significant relevant experience at a technical/professional level within a related specialist field.

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	Degree or equivalent experience/skills. ITQ 2 or equivalent skill and ability demonstrating significant experience in related IT systems. Professional qualification in area of specialism Licence / certificate / qualification required for the role.
Knowledge and Skills	Significant relevant professional experience post qualification in a similar work environment. Organisational expert in the area of specialism. Expert knowledge of relevant policy, systems, work practices, professional guidelines, legislation and a good understanding of emerging developments in the area of specialism. Excellent ICT skills including use of Microsoft applications and specialist systems. Ability to contribute to the development of service policies and practices Excellent knowledge of service / profession and interrelations with other services Good knowledge of wider sector / external influences. Experience of representing the work area in a professional / legal capacity Excellent communication and interpersonal skills, proven ability to engage and influence customers, partners and stakeholders, in complex situations. Advanced research, investigative and analysis skills demonstrating evidence of the ability to identify and diagnose complex problems/issues and develop innovative solutions Proven ability to conduct formal interviews and / or take legal statements Proven ability to deal with sensitive and contentious issues and diffuse confrontational situations Good customer service skills, with experience of resolving escalated / complex customer queries Excellent planning and organisational skills, to manage a range of complex activities and to achieve given targets and objectives. Proven ability to cope with conflicting and changing demands through good time management and the ability to work under pressure. Good literacy, numeracy and report writing skills Project management skills and experience with experience of implementing change Experience in the use of specialist equipment / systems / techniques relevant to the role.
Creativity and Innovation	Apply professional knowledge and experience to interpret and recommend policy, resolve complex issues, proactively anticipate problems and deliver solutions which enhance the quality and efficiency of services. Responsible for meeting performance standards within a policy framework and regulatory guidelines. Considerable scope to exercise initiative in taking action - within the boundary of well-defined policies. Contribute to long term strategies. Act as an expert witness for the council at inquiries / court etc

Factor	Relevant Job Information
	<p>Produce, often complex technical plans, designs and / or specifications within area of specialism</p> <p>Take appropriate action to ensure / enforce compliance with regulations</p> <p>Undertake the full range of registration duties, conducting legal and civil proceedings as required.</p> <p>Issue licences / registrations / prohibition notices or other authorisations</p> <p>Agree objectives and standards to meet, within Business plan. Monitor and evaluate activities / performance</p> <p>Where appropriate, support partners to implement authorised enforcement decisions and improvement notices</p> <p>Determine how issues should be approached within area of responsibility by undertaking research and consultations where problems are not always clear and easy to resolve.</p> <p>Design and develop solutions through use of practical experience, theoretical knowledge and original thinking, within policy. Recommend and develop new procedures / improvements within work area.</p> <p>Provide independent advice in areas of knowledge and draft specialist advice for approval by senior colleagues</p> <p>Plan and carry out a range of tests / inspections / surveys / assessments / evaluations / audits.</p> <p>Plan and organise work programmes to ensure that timescales and targets are achieved.</p>
Contacts and Relationships	<p>Provide advice and guidance on complex issues which could be contentious and challenging in nature.</p> <p>Ability to build relationships and engage successfully with colleagues /partners /customers / contractors and suppliers.</p> <p>Negotiation showing tact and diplomacy to deal with conflicting requirements or opinions and the ability to make decisions on the most appropriate action to reach an acceptable conclusion.</p> <p>Regular contacts will include: Senior managers, leadership team, councillors, external bodies and partners.</p> <p>Liaise with other organisations / stakeholders to share information.</p> <p>Support others in their development including external organisations / customers where appropriate</p> <p>Communicate with others in the same field to keep up to date with developments and best practice. Communicate changes in policy and working practice to contacts.</p> <p>May have to appear in court / inquiries to present evidence. Solicitors / court officials when presenting evidence</p> <p>Build and maintain effective working relationships at all levels.</p> <p>Deal with people at all levels confidently, sensitively and diplomatically.</p>
Decisions – Discretion & Consequences	<p>Decisions lead to the setting of working standards and important procedures for the service area which have an impact across the organisation.</p> <p>Use initiative to manage responses to complex business / technical issues within the service.</p> <p>Make business decisions based on up to date specialist knowledge and analysis.</p> <p>Contribute to developing council strategy within the service area.</p> <p>The consequences of the decisions will have a significant effect across the organisation.</p> <p>Plan, organise and deliver own work to support the delivery of the regulatory / statutory/ technical / legal service and ensure completion of tasks within required standards and timescales.</p> <p>Investigate compliance / legal issues within area of responsibility including serious / complex incidents / allegations. Determine the data and tools / techniques required.</p> <p>Ensure all records and information are maintained correctly.</p> <p>Research and evaluate current issues, developments, good practice and legislation changes in specialist field.</p> <p>Work with partner organisations as required</p> <p>Support others in their development including external organisations / customers where appropriate</p> <p>Prepare and present reports /plans / recommendations / responses / results / other information / documentation as required</p> <p>Interpret the latest legislation, regulations, guidance and codes of practice.</p> <p>Ensure compliance with safe practice and the legal use/operation of specialist equipment and / or facilities / premises.</p> <p>Represent specialist area internally and / or externally to put Council view and respond to enquiries. Liaise with other organisations / stakeholders to share information.</p>

Factor	Relevant Job Information
	<p>Contribute to the development and implementation of policies and procedures</p> <p>Lead specialist projects or improvement programmes, or contribute to the delivery of larger projects</p> <p>Co-ordinate the preparation of tenders and contracts.</p> <p>Co-ordinate the award and monitoring of grants by the council.</p> <p>Co-ordinate the preparation and submission of bids for short and long term funding</p> <p>Following approval procedure, arrange with contractors / suppliers for work to be carried out.</p> <p>Assist with the preparation and submission of bids for short and long term funding</p> <p>Ensure all financial transactions are processed and reconciled correctly</p> <p>Plan and undertake external visits to support service delivery.</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	Work may require some physical effort. Office based, but may involve some travelling to other council buildings.
Our Identity	<p><a href="#">Our Identity</a> 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 elements of <a href="#">Our Identity</a> 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 <a href="#">the whistleblowing policy</a> .
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

<b>Role description:</b>	Senior Planning Officer (DM)	
<b>Role profile family:</b>	Regulation & Technical	
<b>Role profile number and grade:</b>	RT12-0879	Grade L
<b>Number of posts:</b>	Approx 20-30	
<b>Service/Team:</b>	Development Management	
<b>Reports to:</b>	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 Senior Planning Officer, you will lead and manage a range of planning projects and initiatives, as well as facilitating community engagement and stakeholder collaboration to negotiate and bring forward appropriate new development.

This is a strategic front-line role, with responsibility for determining all types of planning applications, appeals, pre application enquires to carry out development in line with the council's scheme of sub-delegation. Reporting to a Planning Manager, you will determine all types of planning, minerals and waste and listed building applications focusing on more major and complex applications that support overall place shaping for Wiltshire.

Whilst there is no specific management responsibility, there will be a requirement to undertake mentoring of planning officers within the team, with delegated authority to sign off their work. This will involve monitoring and directing their workload and reviewing decisions on applications where they have made recommendations; checking before determination that the recommendation is in accordance with the council's Development Plan, Scheme of Delegation and national planning policy.

## Specific duties

- Responsible for determining all types of planning applications and listed building consents, in line with National Planning Policy Framework and Local Plan, The majority will be complex in nature requiring extensive knowledge and expertise in Town and Country Planning. The applications will include major applications as classified but the Government, often delivering strategic sites, which will require extensive negotiation and detailed assessments to enable determination.
- Responsible for site visits; consideration of 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 and professional decisions in line with the scheme of sub-delegation. Applications are required to be determined within statutory timeframes, failure to comply can result in significant reputational damage to the Council
- The post holder will be expected to attend planning committee to present complex

reports on applications called in by members and to deal with questions. Dealing with appeals against refusal of permission, including the writing of professional appeal statements, and appearance at hearings and Inquiries as a council witness and ensuring that other professionals within the Council are engaged with the appeal to defend the decision.

- Whilst there is no specific management responsibility, there will be a requirement to undertake mentoring of planning officers, with the delegated authority to sign off their work. Providing help and advice on cases to aid development and learning, and checking before determination that the recommendation is in accordance with the council's Development Plan, Scheme of Delegation and national planning policy.
- You will be responsible for problem solving issues that arise and negotiating with internal and external partners to secure a satisfactory outcome, and to secure improvements to schemes ensuring that they meet the Council's business plan objectives.
- Preparation of written appeal statements and proofs of evidence in accordance with the Planning Acts, representing the Council's case at hearings and appearing as the Council's expert planning witness at public inquiries including the defence of the council against costs at informal hearings.
- To interpret complex planning/heritage legislation and policy in order to give specialist advice (e.g. design) to offer effective pre application advice (discussions prior to a planning application being submitted). Advice given to developers, architects, planning consultants, landowners and members of the public.
- Provide professional and statutory planning advice and guidance to customers, stakeholders, elected members and senior council officers in other services. There will also be a requirement to present planning applications at Planning Committees. The post holder will be a key service contact and liaison point for members and officers with queries on casework, agendas and meetings.
- Use creative thinking and innovative practices to determine planning applications, in accordance with the Town and Country Planning Act, whilst ensuring that the needs of the customer are at the heart of decision making; 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 regarding policy formulation, contributing towards the preparation and compilation of Local Development Framework Policies, Supplementary Planning Documents (SPD's) and Design and Development Briefs.
- Investigate and provide draft responses to formal complaint letters/ ombudsman cases/ Freedom of Information Requests related to case load and applications 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.

- To negotiate, co-ordinate and secure contributions to community infrastructure to be secured through legal agreements (for example affordable housing, public open space, education contributions), involving liaison with applicants and their advisors, other business areas, external consultees and other third parties.
- Support the planning management team with the review and implementation of any improvements to the practices and procedures of dealing with planning and actively participate in task and finish group activity to improve service delivery.
- Lead by example in delivering exceptional customer service. Fostering positive relationships with a range of stakeholders is integral to the success of delivering quality planning projects.
- To embrace the Councils vision and values of “Our Identity”, role modelling behaviours and supporting a culture of continuous improvement.
- Take responsibility for maintaining up to date knowledge of changes in legislation/ up to date position on policy /strategy through active engagement in CPD opportunities.

## 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.
- A higher qualification accredited by the Royal Town Planning Institute (e.g. a Diploma in Town Planning, a Master’s Degree in Town Planning).
- ITQ 2 or equivalent skill – including significant experience of utilising Microsoft products and the use of databases and Geographical Information Systems
- Significant post-qualification experience working as a planning officer within the public or private sector, including experience of representing an organisation at planning Inquiry, and the preparation and interpretation of appeal statements.

#### Knowledge and skills

- Expert Knowledge of planning practice, procedures legislation, advice and policies or historic building and conservation practice, procedures legislation, advice and policies.
- Advanced knowledge of planning/listed building/conservation practice, procedures, legislation, advice and policies complex documents and reports

- Advanced understanding of other disciplines of planning, development control and conservation is also required, e.g. spatial planning, highways, minerals and waste
- Good understanding of all disciplines of planning; Development Management; Planning Policy; Minerals and Waste; Planning Enforcement.
- Excellent communication and interpersonal skills – being able to communicate effectively with all stakeholders.
- Presentation skills – to be able to confidentially present cases at committees, appeals and in team meetings for learning and development
- Negotiation skills - the ability to undertake complex negotiations with developers to secure the best development possible along with community infrastructure contributions required, which can include seven figure financial sums in addition to land for schools; recreation etc
- Organisational skills - the ability to organise the postholder's incoming and outgoing workload of planning applications and to supervise other officers including monitoring the output of their recommendations to ensure that consistency is achieved and the council's performance targets are met.
- 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.
- Broad 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 Planning Officer (RT12-0879)
- Planning Officer – Level 2 (DM) (RT10-0880)
- Planning Officer – Level 1 (DM) (RT08-2611)



## Supporting information

<b>Driving classification</b>	
<p><b>Occasional driver</b> 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.</p>	<input type="checkbox"/>
<p><b>Regular Driver</b> 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.</p>	<input checked="" type="checkbox"/>
<p><b>Required Driver</b> 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.</p> <p>Employees should refer to the Corporate Driving at Work policy for further information.</p>	<input type="checkbox"/>

<b>Driving trigger points</b>			
<p>The trigger points set out below, regarding driving licence points and at-fault accidents, apply to all staff who drive on council business.</p>			
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>			

<b>Political restriction</b>	
<p>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 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</p>	<input checked="" type="checkbox"/>
<p>This role is not politically restricted</p>	<input type="checkbox"/>

<b>Professional fees and related occupational costs</b>	
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 type="checkbox"/>
This role does not have any professional or occupational membership requirements	<input checked="" type="checkbox"/>

<b>Clearances – Disclosure &amp; Barring Service (DBS)</b>	
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 <b>Enhanced</b> DBS check before appointment can be confirmed.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a <b>Standard</b> DBS check	<input type="checkbox"/>
The role requires a <b>Basic</b> DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.	<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"/>

<b>Clearances – Baseline Personnel Security Standard (BPSS)</b>	
This role requires access to the UK government Public Services Network (PSN) and is subject to a BPSS check	<input type="checkbox"/>
This role is not subject to a BPSS check	<input checked="" type="checkbox"/>

<b>Clearances – Non-Police Personnel Vetting (NPPV)</b>	
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 <b>level 2*</b> . (*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 <b>level 3*</b> (*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.

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.

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.