



Job Description		
Job title:		(Senior) Planning Officer
Contracting Council:		South Holland District Council
Service/ Function:		Planning
Grade:		Senior Planning Officer Grade G (SCP 26-31)
Hours:		37
Reports to:		Principal Planning Officer, Development Management Lead
Liaison with: (e.g. Officers, Councillors, Town and Parish Councils, Partners)		Wide range of internal and external parties and organisations – including professional bodies and those with limited knowledge of planning. Regular engagement with staff, councillors, town / parish councils.
Resource Accountability	Financial	N/A
	Direct Reports	None – although support of less experienced officers will be required from time to time.
	Physical and Information	Yes.
Purpose of the job		
To provide professional assistance in all aspects of Development Management especially in relation to planning applications, enforcement matters and appeals; and to help deliver continuous improvement in the service.		
Key accountabilities (include responsibility for service users)		
<ol style="list-style-type: none"> 1. The technical evaluation of planning and similar applications, in accordance with the Planning Acts, the Council's development objectives, and national and local policies and guidelines. 2. The preparation of reports and recommendations for applications and enforcement matters that fall to be determined by the Planning Committee. 3. The preparation of recommendations on applications and enforcement matters, which are to be determined under the delegated powers of the Development Management Lead, Group Manager or AD – Planning and Infrastructure 4. Deal with general correspondence and telephone enquiries, and to discuss and advise on development proposals and enforcement matters with applicants, agents and other interested parties. 5. Support the Council's Customer Services team in dealing with customers of the service, including the planning duty rota. 6. The preparation of evidence and written statements in respect of planning appeals and enforcement matters, and to represent the Council as planning witness whenever appropriate. 7. Attend the Planning Committee and other meetings, as required. 		

8. Assist and act in the absence of the Development Manager and/or Principal Planning Officer.
9. Support and assist the provision of a proactive compliance and enforcement regime that reflects the needs for improved quality of development and responsive customer service.
11. Contribute to the performance of the Team through the business planning, performance review and team meeting processes.
12. Contribute to making sure that the Planning Service offers a customer focused service and strives to be innovative in its search for continuous improvement.
13. Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.
14. Attend meetings as required (you will need to be flexible in working hours).
15. Comply with the Council's Constitution and policies.
16. Perform any other relevant activities decided by the Development Management Lead, Group Manager or AD – Planning and Infrastructure

Knowledge and Skills (include interpersonal/ communication skills and physical and mental skills)

Essential:

- Significant experience to demonstrate a thorough understanding and knowledge of development management, enforcement and planning legislation (Grade G)
- Relevant experience in Planning or a related discipline (Grade F)
- Knowledge of planning issues and procedures gained through study/and or experience
- Knowledge of the planning enforcement and appeal process
- Knowledge and understanding of the customer service ethos
- A good level of literacy, including computer literacy
- Accuracy and attention to detail, particularly when working to tight deadlines
- Ability to work on own initiative as well as part of a team
- Organisational and time management skills
- High level of written and verbal communication skills, able to put into practice plain English principles
- Diplomacy, tact and negotiation skills
- To be able to use technology in a remote and flexible way

Desirable:

- Recent experience working in local authority development management
- Knowledge of current issues in local government
- Political awareness and sensitivity
- Presentation and facilitation skills
- Customer focussed attitude
- Desire to achieve quality in development and the environment

<ul style="list-style-type: none"> • Full driving licence • Willingness to work non-standard hours when necessary • Commitment to equality & diversity 		
Educations/ Qualification		
Essential: <ul style="list-style-type: none"> • Degree or diploma in Town & Country Planning, or a related discipline, recognised by the RTPI for admission to membership (Grade G) or <ul style="list-style-type: none"> • Sufficient planning experience to enable entry onto a degree or diploma course in Town & Country Planning, recognised by the RTPI (for Grade F) 		Desirable: <ul style="list-style-type: none"> • Member of the Royal Town Planning Institute (or comparable professional membership), including fulfilling the profession's requirements for Continuing Professional Development
Physical/ Mental/ Emotional Demands		
<p>There are limited physical demands associated with the post, the main physical aspects being office based duties and site visits.</p> <p>Mentally, the post requires a degree of initiative and independence. In addition, the post holder will be required to make difficult, and challenging decisions as well as work to deadlines. The post holder will have a high degree of responsibility for managing their own workloads and managing competing time demands. The post holder will therefore require an appropriate degree of personal resilience and mental capacity to deal with challenging situations. Support will be offered by the AD Planning, DM Lead and other colleagues.</p> <p>The post holder may be required to work flexibly across the service to create flexible capacity and resilience, as well as deputising for others. This may also include an element of work outside of normal hours as required to attend relevant events and meetings including travel to and from. The post will however benefit from the Councils wider agile working and flexible working initiatives.</p>		
Working Conditions		
<p>The post holder may be required to work flexibly across the service to create flexible capacity and resilience, as well as deputising for others. This may also include an element of work outside of normal hours as required to attend relevant events and meetings including travel to and from. The post will however benefit from the Councils wider agile working and flexible working initiatives.</p>		
General		
<p>The job description is intended to serve as an indication of the character and general level of the post. They activities are not in order of priority and they should not be considered as final or exclusive. The list may be changed depending on the operational circumstances of the Councils.</p> <p>As an employee of East Lindsey District Council you must comply with the Health and Safety policies and attend the compulsory Health & Safety training as and when requested.</p> <p>You will be required to undertake any necessary training to enable you to perform your duties effectively.</p> <p>There will be multiple policies and guidance you must adhere too as part of your employment contract.</p>		
Job description created/ updated by	Name: Abbie Marwood	Date: 19/11/2025
Job description agreed by	Post Holder:	Date:

