



served by One Team

Job Description

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| Job title: | | Planner (Career Grade) |
| Contracting Council: | | ELDC / BBC |
| Service/ Function: | | Planning – Development Management |
| Grade and Salary: | | Grade 3-6 (Subject to Career Progression Plan) |
| Hours: | | 37 |
| Reports to: | | Principal Planning Officers, Deputy Development Managers, & 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 | None. |
| | Direct Reports | None. Although some mentoring of less experienced staff may be required depending on experience and knowledge. |
| | Physical and Information | Yes |

Purpose of the job

Now more than ever, Planning has the opportunity to play a significant and central role in what the Alliance delivers for both Councils, to support our people, our places and our economies. We have a key role in supporting and facilitating growth, enabling the right development to happen in the right areas as efficiently as possible. To facilitate this we must work closely with colleagues, fellow professionals, partners and stakeholders, seeking to find solutions as far as practicably possible.

There is clear support for the service and an overwhelming understanding of the importance of what we do and the positive impact we have on our District and Borough. Equally, as an Alliance, this brings us a stronger position within Lincolnshire and the East Midlands and seeing us being recognised as areas where investment and growth can and should be supported. Bringing the team together as #OneTeam, should make us stronger, more resilient and over time see us transform in to a place where people enjoy working and make us attractive to those wishing to join the team. Combining a talented, driven and experienced team with a 'can do' attitude to succeed, we genuinely can be a highly performing team, which supports investment, growth, improvement of place and the wider objectives of the Councils. This is about providing a service which is fit for the future, not just for now.

As a Planner you will play an active part in supporting the Planning service's role managing, supporting and encouraging economic growth. You will be a key member of the Planning service team, contributing to all planning related matters including Development Management. The Planner role is a flexible post with the ability to undertake a range of duties within the full spectrum of Planning activities – ranging from Development Management where the focus will be on determining applications (of varying types and complexity), to Planning Policy development and monitoring, and Planning Enforcement matters.

You will also provide professional advice and guidance in relation to the aforementioned matters to the public, the Council and to other officers of the Council, and will contribute generally to the continued performance and improvement of the service.

This post has been structured so that there are opportunities for appointments at various grades/scale-points, as well as progression within the role. There is flexibility to reflect personal interest, career progression, and business need. The range and complexity of the duties will be reflective of the continued career development of the postholder.

You will work closely partners within the service, including deputising for others as may be required, and will help to manage general delivery and department performance. You will exemplify the #OneTeam approach, bringing colleagues from all areas of the service together as appropriate to focus on outcomes, most notably you will encourage links with other areas of the service such as Planning Support, Enforcement and Planning Policy, and also relationships with linked disciplines such as Economic Development to engender collaborative working based around positive outcomes.

You will support and assist the AD-Planning, and other service managers, providing professional advice and guidance, deputising and providing flexible capacity as required.

Key accountabilities (include responsibility for service users)

1. Evaluate, technically analyse and process planning submissions/applications (including pre-application and post-determination matters) - of a range of types and complexity based on knowledge and experience - in accordance with the Planning Acts, Local and National Policies and similar, in an efficient and effective manner including:
 - Assessing proposals against relevant policies and material considerations
 - Ensuring submissions meet all necessary statutory criteria and that associated processing –including consultation is undertaken correctly in accordance with Council procedures, national standards and legislation.
 - To conduct site inspections of each application to assess the merits of the proposal and to ensure that the application is advertised correctly in accordance with standard procedures.
 - To undertake negotiation with applicants, agents, and consultees as may be required.
 - To write reasoned and clear reports, including making recommendations to other staff, or Planning Committee as may be required in relation to decision-making on applications.
 - Consideration of matters at both the pre-application and post-determination stages (for example Appeals, condition discharge, S106 matters) relating to development proposals
 - Making best-use of planning-related software and technology to deliver efficient and effective outcomes in accordance with departmental processes in place at the time.
 - Undertake some authorisation of the work of other, or less experienced officers based on a scope to be agreed with Line Managers, based on experience and knowledge.
2. Contribute to the development of and monitoring of the Local Plan, and other planning documents including:
 - Undertaking and assisting with the collection of and analysis of data and information to support evidence bases
 - Undertaking site visits where necessary
 - Developing policies and associated documents including development briefs
 - Managing and maintaining information and evidence provided by other stakeholders within the planning process – including management of data held in a variety of forms.
 - To assist with engagement and consultation exercises.
 - Providing advice to other stakeholders in relation to planning policy matters.
 - To undertake negotiation with applicants, agents, and consultees as may be required.
 - To write reasoned and clear reports, including making recommendations to other staff, or committees as may be required in relation to decision-making.
3. To support the provision of the Planning Enforcement function including:

- Investigation of breaches of statutory controls including the collation of evidence and monitoring
 - Preparation of written cases including making recommendations to other staff, or committees as may be required in relation to decision-making.
 - To support and assist with the serving of notices and progression of formal action as necessary.
 - To liaise with all stakeholders relating to the provision of the Planning Enforcement function.
4. Managing a varied personal workload (which may be subject to change across various aspects of the Planning service generally) in the interests of positive personal performance, but also contributing positively to the overall performance of the service (including meeting performance indicators) in order to contribute positively towards creating conditions to support economic growth.
 5. Delivery of a seamless excellent development service to customers – including responding appropriately to customer/stakeholder queries related to planning matters through a range of media and methods of communication including written and oral.
 6. Assisting with or preparation of documents to support the Council's position and evidence, for example within an Appeal, public inquiry, examinations in public and court hearings.
 7. Represent the service at Planning Committee, exhibitions, site inspections, in meetings with internal or external partners and stakeholders including either as a supporting or lead role based on knowledge and experience.
 8. Actively engaging in continuing professional development and continuous learning, and seeking to encourage the development of less experienced members of the team.
 9. To provide general administrative and technical support within the wider Planning service as may be necessary in the interests of service resilience, including deputising as may be required. To adopt a flexible and agile approach to service delivery.
 10. To support colleagues within the service, and contribute positively to the continued evolution and development of the service in the interests of excellent customer service and resource efficiency. To contribute positively to service improvement initiatives.
 11. To be professional and accountable in relation to all duties and contribute positively to the wider Planning team, and lead in the creation of a #OneTeam culture which is supportive of the Growth ambitions for the Alliance.
 12. To undertake such other duties as may be determined from time to time, within the general scope and commensurate with the grade of the post. Duties outside of the scope of the post may also be undertaken with the consent of the postholder.

This is a career graded post, with the ability to appoint at different levels within the salary grading based upon a combination of knowledge, experience, and competency. This approach is based upon the following objectives:

- Allowing for staff development within Planning, as part of 'grow your own' culture
- Rewarding staff who gain further experience and qualifications
- Maintaining motivation and aiding staff retention – allowing opportunities for skills and experience development
- Ability to provide a wide spectrum of professional experience
- Flexibility and resilience in resource planning – opportunities to work across all areas of the Planning service.

The post will be subject to a career progression plan which sets out where scale bars will be imposed to limit the salary banding. The post-holder will be expected to demonstrate compliance with the career progression plan to move through the salary banding.

Key knowledge bars are:

- Completion of a formal Planning qualification or equivalent

- Eligibility for intermediate RTPI status (e.g. licentiate membership)
- Eligibility for full RTPI membership
- Extensive experience - including of complex Planning matters

In addition, the post-holder will have to demonstrate competency against the key requirements of a progression plan, thus the post-holder will be expected to be able to demonstrate increased skills and professionalism in the role as experience is gained and knowledge is increased.

At the entry level (Scale 3) the requirements are set out below.

There is a general expectation that as the knowledge, experience and competency of the post-holder is developed, the core skills of the post-holder will be developed and in consequence, the duties associated with the post may be increased to reflect this progression.

Currently the next step beyond the maximum limits of this post would be in to Senior Planning Officer role – to which there is no automatic progression.

Appointment and progression through the scheme will be dependent upon demonstration of adequate performance, and an appropriately graded post being available within the team.

PLEASE NOTE:

The criteria listed within sections below are representative of the expectations relative to the entry level (**Scale 3**) of the post.

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

Essential:

- Demonstrates a keen interest in planning generally and its objectives.
- Demonstrates a willingness to learn and a commitment to continued personal development.
- Able to demonstrate effective time management and delivers against agreed objectives.
- Communicates clearly using straightforward language.
- Excellent customer care skills.
- Current driving licence
- Experience of general office skills: letter writing, filing, photocopying, answering phones etc.
- Experience of using information technology packages including: Microsoft Office e-mail and electronic document management.
- Ability to work with limited supervision and uses initiative where possible.
- Demonstrates ability to problem solve, to find answers to questions and reach conclusions
- Ability to work quickly and accurately.
- Willing to undertake further training.
- A positive, 'can do' approach to work, finding solutions and demonstrates flexibility
- Good communication skills - clear and effective communication methods to customers, staff, members and other stakeholders
- Ability to use initiative to solve problems - analytical
- Ability to make judgements on the basis of available information and to advise customers accordingly
- Excellent attention to detail

Desirable:

- Previous experience of working within an administrative environment
- Previous experience of working in a local government department
- Basic knowledge of the planning system – including planning policy, and planning enforcement
- Basic understanding of 'permitted development', householder development and/or tree works applications
- Basic knowledge of local government procedures and practices.
- Experience of using in-depth technology packages for example planning specific software and GIS
- Ability to work unsupervised
- Experience of dealing with the public
- Ability to remain calm in pressurised situations.
- Experience of communication in a variety of ways including effective report and letter writing.
- Ability to interpret, analyse and apply complex legislative and regulatory requirements
- Ability to assess new situations, identify risks and react appropriately whilst lone working.
- Ability to work under pressure, meet deadlines and prioritize workloads in an

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| <ul style="list-style-type: none"> • Good organisational and administrative skills with the ability to use own initiative • Motivated to provide an excellent service and continue development • Ability to work flexibly as and when necessary | <p>every changing environment, at times with little supervision</p> |
| Educations/ Qualification | |
| Essential: <ul style="list-style-type: none"> • Educated to an appropriate standard which may include: <ul style="list-style-type: none"> ○ GCSE level (including passes in English and Maths) or higher, ○ Completed Apprenticeship (such as L2 Diploma in Business & Administration) or working towards • | Desirable: <ul style="list-style-type: none"> • Relevant qualification in a related planning subject |
| 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 high degree of initiative and independence. In addition, the post holder will be required to make difficult, and challenging decisions. The post holder will have a high degree of responsibility for managing their own and the workloads of others, as well as dealing with a wide range of potential professional and staffing challenges. 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>Occasionally emotional demands may be placed on the post holder as part of the requirement to support other staff in the service for example.</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 Boston Borough Council or 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>Information security & data protection</p> <p>You will be required to make yourself aware of, and work within, the General Data Protection Policies. Employees must ensure that functions are delivered in a manner compliant with the requirements of the General Data Protection Regulation 2018 and any other legal or professional standards of confidentiality and propriety. Employees are individually responsible for any information in their care whether computerised or manual.</p> | |

Equal Opportunities

The post holder must carry out his/ her duties with full regard to the Councils Equal Opportunities policy.

Safeguarding

It is everyone's responsibility and all employees are required to act in such a way that always safeguards the health and wellbeing of children and adults at risk. Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training.

Health and Safety

The post holder must ensure that their duties are delivered in a manner compliant with corporate (and legal) health and safety policies and procedures. All employees must familiarise themselves with and comply with the organisations, and their departmental, health and safety policies including departmental procedures and safe systems at work.

Conduct

The public are entitled to expect the highest standards of conduct from all employees who work for Local Government and that their conduct should never be influenced by improper motives. Employees should always remember the responsibilities to the community they serve and ensure courteous, efficient and impartial service to all groups and individuals within the community. Employees are required to follow the Councils Contract Procedure rules and Financial Regulations in any financial transactions and other dealings on behalf of the Council. Employees should be aware of the content of the Code of Conduct and ensure that they always act within the Code.

If the post holder does not understand how the above clauses affect them, they must ensure they seek clarification from their line manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities regarding GDPR, Equal Opportunities, Health & Safety and Safeguarding.

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| Job description created/ updated by | Name: | Date: |
| Job description agreed by | Post Holder: | Date: |

Career Progression Plan

This post has been structured so that there are opportunities for appointments at various grades/scale-points, as well as progression within the role. There is flexibility to allow the post-holder to undertake a range of duties within the service – for example Development Management, Planning Enforcement or Planning Policy – reflecting both personal interest, career progression, and business need.

Career Progression requirements:

- Initial appointment able to be made at any level between Grade 3 and Grade 6, reflecting current academic achievement, knowledge, experience and potential for future progression.
- Progression to Senior Planning Officer level may be restricted based upon availability of a Senior Planning Officer equivalent post, or business need – for example nature/level of workload required to be undertaken at that time.
- Reviews of progress will take place at an agreed month each year, assessing academic progress, knowledge, experience/work related skills development, and general level of progression/personal development.
- The progression table below sets out the relevant salary bars, and provides examples in relation to academic progress/qualification/knowledge/experience and competency required to progress beyond the scale bar. The examples are not intended to be exhaustive, and will vary depending on the individual, their progress, and general duties undertaken on a day-to-day basis as required by business need – for example experience gained in Development Management versus that gained in Planning Policy or Enforcement will be different. It is expected that as the post-holder gains experience and knowledge, they will be able to demonstrate an increasing ability to undertake tasks across a variety of planning areas. At the senior levels, a high-degree of flexibility and competency within all planning areas is expected to reflect business resourcing requirements.
- The officer will be expected to maintain/provide a record as part of the review to demonstrate progression – for example a competency log to record the nature of work undertaken, the skills / competencies developed,

knowledge / understanding gained or developed as a result and further skills / knowledge needed to develop further.

- Progression to the next salary progression point requires agreement from Service Manager or equivalent, with any progression assessed against the aforementioned criteria. Competent performance to an acceptable standard will be assessed based on achievement of tasks including consideration such as deadline management, efficiency, professionalism, feedback received and supervision requirements. Partial increments (based on intermediate scale points within each grading) may be awarded.
- Partial salary progression may be awarded, based on specific circumstances – for example where significant progress has been made in relation to experience, but a formal qualification is yet to be obtained.
- The grade structure is as per current grading structure. Grades may be subject to review / superseded by grades arising from job evaluation.

Progression table:

This progression table identifies the key scale bars relevant to this post and identifies examples required to be met to progress beyond the scale bar. Examples and competency will be subject to change if post-holder is involved in Development Management, Planning Policy or a mix of duties across the service. The progression plan will be agreed and reviewed between the post-holder and their line manager.

| Grade | Scale Point | Examples of Achievement/Qualification/Knowledge | Examples of Competency |
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| 3 | Lower | Basic appreciation of Planning Service functions | Undertakes a range of basic duties within the service (including those linked to technical support), requires support and assistance from more experienced staff on a regular basis. Demonstrates initiative on a regular basis and general flexibility to assist across the service. |
| 3 | Upper | Sufficient knowledge to efficiently undertake all basic duties within the service (including those linked to technical support). Understanding of processes associated with Planning decision-making and planning policy development. | Achieves performance objectives Provides advice to customers and stakeholders and able to answer basic enquiries. Requires minimal supervision on basic tasks. Demonstrates a willingness to continuous learning within planning services. |
| POST-HOLDER HAS ACHIEVED ALL OF THE ABOVE AND REACHED TOP OF SCALE 3 | | | |
| 4 | Lower | Able to independently undertake activities within an agreed range, with regular support of senior staff. Has undertaken internal training. Has attended external training course to further planning knowledge. | Able to work independently, within work-plan and objectives agreed by line manager. Requires regular assistance and support from experienced staff. Achieves performance objectives Demonstrates a positive attitude and approach to work, and acts on own initiative to find answers with some guidance from others. |
| 4 | Midpoint - low | Completion of 1 st Year of formal training course to gain recognised planning qualification or equivalent. Demonstrates a sound understanding of the application of relevant planning guidance and legislation. | Works independently on a regular basis, undertakes own caseload/workload management in accordance with agreed objectives. Undertakes site-visits independently as required and understands requirements as a lone-worker. |

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| | | Contributes to a range of activities within the service. | <p>Able to make recommendations and provides accurate, objective and balanced advice on planning matters proportionate to their experience.</p> <p>Demonstrates timeliness and understands the importance of personal performance relative to team/service objectives.</p> |
| | Midpoint - high | Completion of more than half of formal training course to gain recognised planning qualification or equivalent. | <p>Confident in workload management and demonstrates good performance against key indicators.</p> <p>Uses knowledge and experience to contribute positively to the team. Supports on a technical level including reviews of processes etc.</p> <p>Confidently provides advice, with support from others as required.</p> <p>Demonstrates a strong commitment to a professional planning career</p> |
| | Upper | Has commenced final stage(s) of formal training to gain a recognised planning qualification or equivalent. | <p>Demonstrates confidence in dealing with routine planning matters.</p> <p>Requires minimal supervision in relation to routine matters.</p> <p>Undertakes negotiation and meetings, provides feedback etc on non-contentious matters on behalf of the Council without reassurance from line manager.</p> |
| POST-HOLDER HAS ACHIEVED ALL OF THE ABOVE AND REACHED TOP OF SCALE 4 | | | |
| 5 | Lower | Academic achievement of relevant planning qualification or equivalent. Eligibility for RTPi intermediate status – for example licentiate membership | <p>Demonstrates ability to deal with a varied workload, subject to limited support.</p> <p>Demonstrates initiative in reaching own conclusions, although some checking/reassurance from line-manager/senior staff may be required.</p> <p>Achieves performance objectives and delivers a high standard of service</p> <p>Produces clear and well-written reports.</p> <p>Able to provide sound advice to customers and colleagues in relation to a wide range of planning matters proportionate with their experience.</p> <p>Regularly represents the Council in a variety of settings.</p> |
| | Upper | Eligibility for full RTPi accreditation – for example Chartered status subject to completion of further requirements. | <p>Consistently delivers good performance in relation to own workloads and makes a positive contribution to service outcomes.</p> <p>Completes a wide range of work with minimal supervision.</p> |

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| | | | <p>Contributes to a variety of planning workstreams, including those requiring detailed input or which are delivered over the medium/longer-term.</p> <p>Able to confidently advise on technical and policy aspects relating to planning matters.</p> |
| POST-HOLDER HAS ACHIEVED ALL OF THE ABOVE AND REACHED TOP OF SCALE 5 | | | |
| 6 | Lower | <p>Extensive experience in a planning post, comprehensive technical and practical knowledge of planning duties</p> <p>RTPI member or eligible to be accredited based on experience and qualification(s).</p> | <p>Demonstrates consistency at working at a high-level of performance whilst managing a dynamic and challenging workload.</p> <p>Demonstrates innovative and critical thinking, able to analyse and balance complex issues and demonstrates a tactical ability in decision-making.</p> <p>Undertakes negotiation and is able to demonstrate 'added value'.</p> <p>Prepares documents/reports/publications of a complex nature including those of strategic importance</p> <p>Demonstrates evidence of continued professional development. Actively seeks to support and develop others.</p> <p>Leads on key projects and workstreams</p> |
| | Midpoint - Lower | Considerable experience of complex planning matters | <p>Able to confidently deal complex or sensitive planning matters including those workstreams which are delivered over the longer-term.</p> <p>Demonstrates an ability to commission work from external partners, to project manage, and manage outputs.</p> <p>Able to confidently represent the Council - including on behalf of line-managers as may be required – on planning matters – including where necessary in an Appeal setting such as a hearing/public inquiry/examination.</p> <p>Adopts a positive position within the service, offering support to more 'junior' members of staff. Undertakes some line-management as may be required from time-to-time.</p> |
| Progression beyond to be reflective of typical salary progression (ie unbarred) up to the maximum limit established by Grade 6 banding. | | | |