

Job description

Planning Officer (Applications)

Immediate team	Development Management
Service team	Planning
Line manager's job title	Team Leader Applications
Number of direct reports	None
Salary and grade	£46,402 - £52,892 per year, Grade 6
Duration of role	Fixed term contract for 12 months
Hours per week	37
Location	The designated office base is Abbey House, Abingdon. The councils operate in a truly flexible, and hybrid way where the focus is on outcomes not where you work.
Employing council	South Oxfordshire District Council
Probationary period	Six months
Notice period	One month (G1-8)
Annualised hours apply	Yes
DBS check required	Yes
Date job description	June 2023

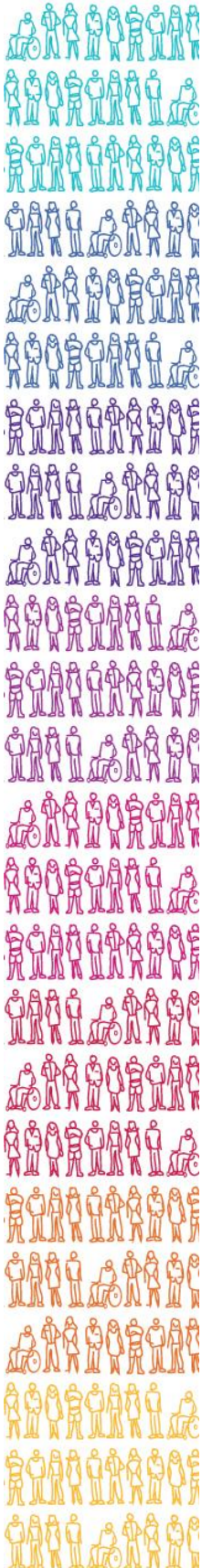
About the role and what we're looking for

This role provides an opportunity to develop your skills and professional development within a shared Planning Service.

You will be responsible for the effective processing of planning applications, enforcement work, appeals and policy work in accordance with best practice, local and government performance targets and the provision of professional advice on a wide range of planning matters ensuring a development team approach to the customer.

Main duties and responsibilities are:

- processing a range of planning and associated applications including, enforcement work, appeals and policy work
- providing professional advice face to face, on the telephone and in writing on behalf of the Council in respect of planning and related issues, including providing pre-application advice with the ability to work on and assess the proposals independently



- attend site visits and relevant council committees and forums,
- presenting applications to planning committee
- dealing with enforcement matters and carrying out associated duties as and when required
- preparing a range of appeal cases including written representations, hearings and Public Inquiries and managing the process independently, representing the council as a witness when required
- undertake work for planning policy as and when required
- undertaking specific projects within the Planning Service as and when required including supporting councillor training.

The duties may vary from time to time without changing the nature of the post or the level of responsibility and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

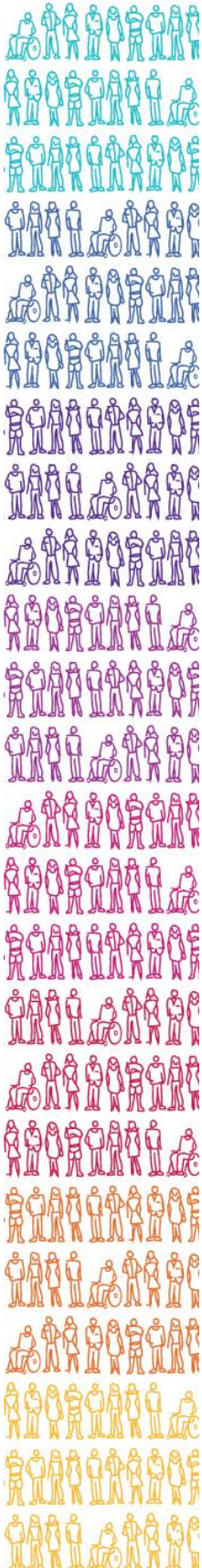
About you

Your essential qualifications

- Planning degree (or currently undertaking this), or equivalent level of qualification
- Minimum of 3 years' experience in a related area to planning
- Eligibility for Membership of the RTPI or Licentiate member or in the process of applying for this
- Hold a full and current driving licence and have use of a vehicle insured for business use or have the means to visit sites and attend meetings across districts

Your essential skills, knowledge and experience

- Excellent analytical and problem-solving skills
- Excellent IT skills including MS Word, Excel, PowerPoint, Internet and email
- Good, professional accurate written communication skills
- ability to manage your work and meet performance targets
- be able to give clear, accurate advice on procedure
- strong oral communication skills and experience in giving succinct and well-argued presentations
- ability to interpret scale drawings and Ordnance Survey maps
- investigative, methodical and accurate approach to work
- ability to make assessments, recommendations and where appropriate decisions independently



- good proven skills in relating well to members and the general public
- a strong knowledge of planning legislation coupled with the ability to interpret policies and planning law
- ability to work as a part of a team and support team members
- demonstrate a commitment to diversity and equality

If you have the following experience or qualifications – it's a bonus

- Qualification in a related discipline
- Experience of working in a customer focussed environment and dealing with difficult customers

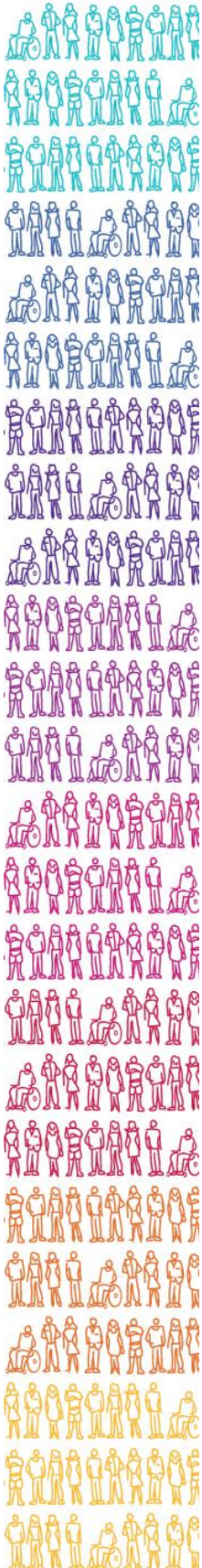
Your style and behaviours

- proactive in finding solutions and working corporately and in partnership with the relevant bodies
- clear and transparent in communication, being accessible to all involved and consistent across the councils in working and decision making
- timely, professional, pragmatic and proactive, customer driven; being aware and focused
- efficient, effective and securing value for money through continuous improvement, building resilience, being flexible and progressive in your thinking
- establish and maintain respectful relationships with colleagues, other council employees and members of the public
- treat all others with fairness and dignity, and act in an inclusive and open manner
- accept responsibility for own actions
- act solely in terms of the public interest
- take decisions impartially and fairly, without discrimination or bias, both openly and transparently avoid the use of language or discussion that could cause insult to others
- actively participate in meetings, as appropriate for their role and meeting held
- be punctual unless a relevant reason for not being so is provided

Work related requirements:

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with

Yes



confidence in English applies.	
Politically sensitive post	No
DBS check required	Yes
Full driving licence and use of a car for work	Yes
This role requires you to drive a company vehicle for work	No

About us

Our Vision

We are customer focused and approachable. We are honest and open and are committed to providing high quality cost-effective public services.

Our Values



Working Together

We are a committed professional team, who embrace change and help one another improve



People and Planet

We care about each other and the environment we share



Respect

We act with integrity, and champion diversity and inclusivity



Accountability

We take ownership, do what we say, strive for clarity and welcome feedback



Approachability

We are open, honest and accessible

Our vision and values are important to the councils, and we expect you to support them and embed them in the way we work.

The benefits we offer

- A basic 26 days **annual leave** per annum, rising to 31 days after five years. You also have all the bank holidays to look forward to and time off between Christmas and New Year.
- **Flexible working and annualised hours** – a flexible approach to work that our employees love!
- **Salary pay awards** – most jobs give scope for a pay increase after six months or the following April (depending on your start date) and we also review salaries each April.



- A generous career average **pension** scheme which includes life insurance of three times your salary
- The opportunity to **purchase a bike** through Cyclescheme (cheaper than directly through a store) so that you can cycle to work!
- Various schemes to **keep you healthy** (reduced gym membership, free swims, free eye tests for DSE users and more)
- We give you two days per year to **volunteer** within the local community.
- A range of resources, support, and activities to help you maintain your **wellbeing** including a monthly wellbeing hour in addition to annualised hours (the ability to work flexibly as long as, over the course of the year, you complete your contracted hours) and annual leave.

How to apply

Having read about our role if you have any questions please email Shaaron Crawford at sharon.crawford@southandvale.gov.uk

If this job excites you please complete our online application at <https://myrecruitment.southandvale.gov.uk/>

We look forward to hearing from you.