

Development and Economic Growth	
Development Management	
Job Description	
Senior Planning Officer	
Grade LS 9	Post Number: TBC
Responsible to:	Team Manager – Area Planning
Job Objective:	To assist in the operation of all aspects of the Development Management Service and, where required, to assist in Planning Policy work.
Main duties and responsibilities:	To deputise for and assist the Team Managers - Area Planning in the determination of applications under the agreed scheme of delegation and to ensure that applications are progressed in line with required determination periods.
	To contribute towards the continued high level performance of the team by being responsible for their own decision making, being confident in their work and to support members of staff in their own workload.
	To process planning and related applications including major schemes, undertake site visits where necessary, negotiate as appropriate and to prepare recommendations and reports.
	To negotiate Section 106 agreements in accordance with the requirements of the Council's policies and procedures, as required and ensure that all relevant contributions for the delivery of infrastructure associated with development, including under the Community Infrastructure Levy are secured in accordance with the relevant regulations and policies.
	To prepare Committee Reports and take ownership of leading on the preparation of items for Planning Committee, including presenting applications at committee.
	To advise applicants, agents, Councillors and members of the public of Development Management matters generally and to work directly with developers and other stakeholders to secure the Council's objectives.

To handle appeals associated with planning applications and where required appear as the Council's witness in defending appeals to be dealt with at a Hearing and Public Inquiry.

To provide a comprehensive pre-application advice service, including input from key technical consultees.

To be responsible for the organisation and management of own workloads and to make best use of resources to meet performance targets identified across the team.

To be responsible for enforcement investigations including the giving of evidence in Court where required as appropriate.

To develop and encourage close links with colleagues elsewhere throughout the Council, to share information, and to enhance the service of the Council as a whole.

To ensure that the duties and responsibilities of the section are carried out with due regard of the Council's Equal Opportunities Policy.

To undertake such other duties as may reasonably be required by the Team Manager, Planning Manager, Assistant Director of Planning, and Director for Development and Economic Growth.

Prepared by: Andrew Cullen, Planning Manager – Development

Date: March 2026