

Senior Planning Officer

Department: Infrastructure, Housing and Environment

Division: Regulation

Reports to: Planning Applications and Appeals Manager

JE reference: IHE1010

Grade: 11

JE Date: 09/2/2021

Job purpose

Responsible for assessing and making recommendations on a range of large scale or complex planning applications and appeals. Providing technical advice and signing off the recommendations of Planning Officers. Managing a caseload of planning submissions, balancing the relevant legislation, policies, environmental, social and economic considerations to effectively regulate development in a sustainable manner.

Job specific outcomes

Responsible for generally assessing large scale or complex planning applications, appeals and request for advice. Signing off the recommendations of Planning Officers and determining applications on behalf of the Head of Development and Land.

Supervise and support Planning Officers by providing appropriate advice and guidance to meet performance targets as identified in the Directorate's business plan.

Conduct site visits, recording all features of importance to assess the proposals in situ. Make recommendation for determination of applications by providing a rationalised and professionally written reports, which set out the key policy factors, any representations and consultee responses received so that decisions are made with the best advice and evidence.

Seek the best outcomes for planning related applications, or pre-application proposals by liaising with applicants or their agents, the public and statutory and non-statutory consultees to ensure the best outcome for applications including mitigating any potentially harmful effects that could arise from any proposal.

Present, as appropriate, any recommendations on planning related applications to colleagues, the Planning Applications Committee or the Minister so that decisions are made with the best advice and evidence.

Represent the Government, either in written representations or at a public hearing, in relation to appeals made against decisions on planning related applications to ensure that services and Government reputation are maintained.

Liaise with Legal Advisors to produce agreements for the Head of Development and Land to sign off on.

Make all relevant information available (e.g. reports and approved documents) on public registers in a timely manner so that the transparency of any relevant process is maintained.

Provide suggestions and advice for relevant policy and procedural reviews to ensure that regulatory functions are fit for purpose and meet societal and best practice requirements.

Statutory responsibilities

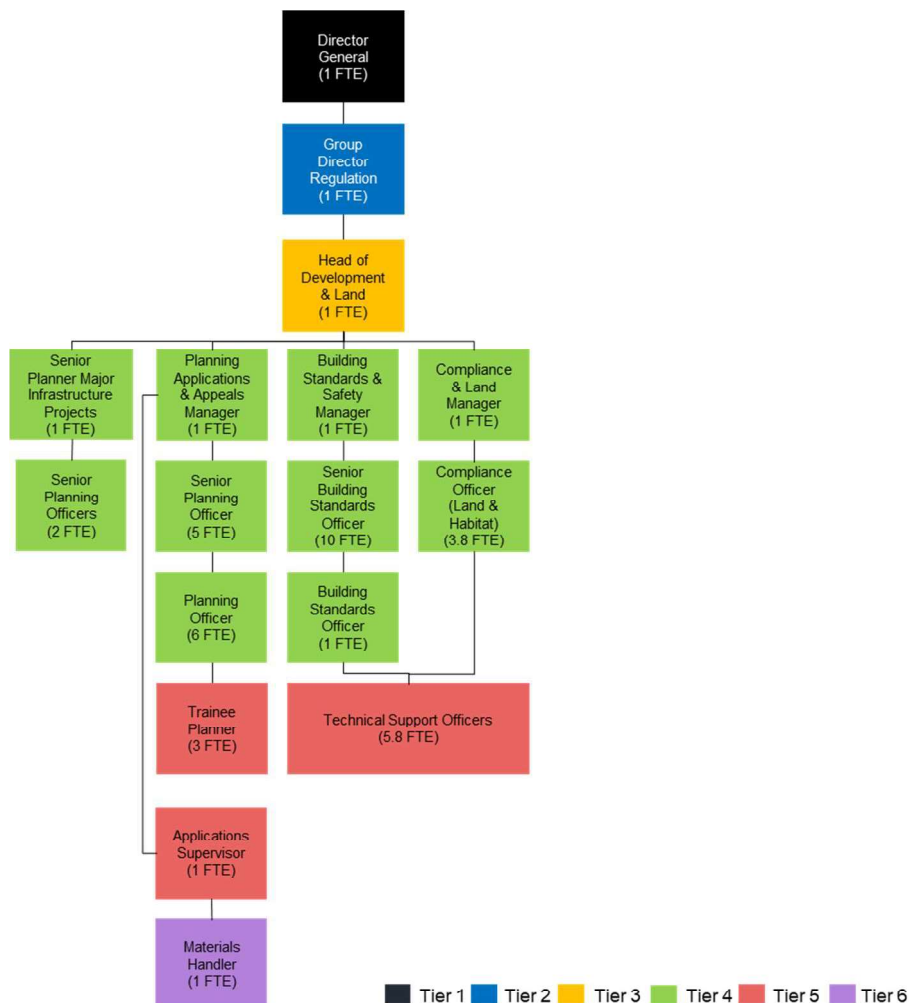
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Services

- Planning Applications and Appeals

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Level 7 qualification equivalent to a degree in Town and Country Planning, plus a relevant Masters degree</p> <p>Chartered Membership of the Royal Town Planning Institute (RTPI)</p>	<p>Management qualification</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Demonstrable continued professional development, to maintain knowledge of best practice</p> <p>Knowledge and understanding of relevant legislation and policy and the ability to apply these and explain to others.</p> <p>Economic forces and the political sensitivity of planning issues</p>	<p>Knowledge of:</p> <p>The activity and processes of Government</p> <p>Management reporting.</p> <p>The Infrastructure Housing and Environment priorities, key objectives, risks and issues relevant to the department division and the role</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Computer literate with ability to operate the Microsoft Office package</p> <p>Ability to read and assess drawings and other complex technical data.</p>	<p>Driving licence (Group B)</p>
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Problem solving, negotiation and influencing skills. With proven ability to handle and interpret a range of information from a variety of sources</p> <p>Confident in drawing conclusions for recommendations</p> <p>Ability to contribute to innovative approaches to service delivery</p> <p>Ability to supervise and</p>	

	<p>support others to facilitate the achievement of high delivery and performance and manage poor behaviour.</p> <p>Strong relationship building skills</p> <p>Ability to present effectively, both verbally and in writing</p> <p>Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for presentation</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Ten years post qualification experience across a variety of disciplines in the planning field.</p> <p>Dealing with some complex cases with the ability to explain these to others.</p>	<p>Management of staff and budgets</p>

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 4 core accountabilities, attributes and behaviour indicators.

Organisation chart

