

## Planning Officer

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**Department:** Infrastructure, Housing and Environment

**Division:** Regulation

**Reports to:** Senior Planning Officer

**JE reference:** IHE1011

Grade: 10

### Job purpose

Responsible for assessing a caseload of planning applications, appeals and requests for advice by considering and balancing the influencing factors of legislation, policies, environmental, social and economic impact to effectively regulate development in a sustainable manner.

### Job specific outcomes

Responsible for assessing a caseload of more routine, with the potential to still be sensitive or complex planning related applications, appeals and requests for advice.

Conduct site visits, recording all features of importance, to assess the proposal in situ. Recommending a decision by providing a rationalised and professional written report which sets out the key influencing factors (e.g. policy, legislation), any representations and consultee responses received so that decisions are made with the best advice and evidence.

Liaise 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 for the Environment 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.

Draft the relevant information (e.g. reports and approved documents), for the public registers, so that it can be published in a timely manner and transparency can be maintained.

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

Provide feedback on any relevant policy and procedures to ensuring that regulatory functions are fit for purpose and meet societal and best practice requirements.

## Statutory responsibilities

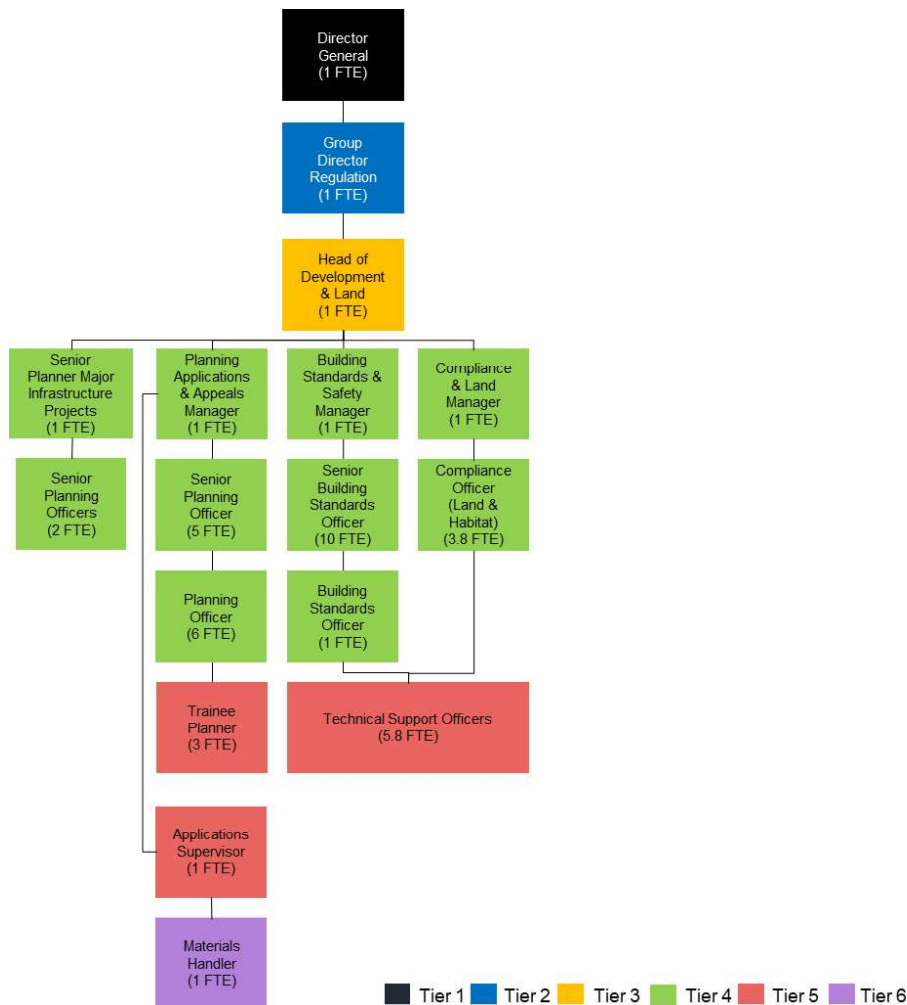
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

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><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	Level 7 qualification equivalent to a degree in Town and Country Planning, plus a relevant Masters degree	Chartered Membership of the Royal Town Planning Institute (RTPI)
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> 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>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>Economic forces and the political sensitivity of planning issues</p>
<p><b>Technical / Work-based Skills</b> <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><b>General Skills/Attributes</b> <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>Strong relationship building skills</p> <p>Ability to present</p>	

	effectively, both verbally and in writing	
	Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for presentation	
<p><b>Experience</b>  <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>A minimum of two years' post qualification experience applying planning theory into practice.</p> <p>Interpreting a range of non-routine and routine information sources.</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

