

## JOB DESCRIPTION

| JOB DETAILS          |                                                         |
|----------------------|---------------------------------------------------------|
| <b>Post title:</b>   | <b>Senior Planning Officer - Development Management</b> |
| <b>Post grade:</b>   | <b>Grade G</b>                                          |
| <b>Post number:</b>  | <b>BDDC98</b>                                           |
| <b>Directorate:</b>  | <b>Growth</b>                                           |
| <b>Section:</b>      | <b>Development Management</b>                           |
| <b>Reporting to:</b> | <b>Development Management Team Manager</b>              |
| <b>Line manager:</b> | <b>Yes / No</b>                                         |
| <b>Date updated:</b> | <b>September 2025</b>                                   |

| MAIN PURPOSE OF JOB                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <p>The Senior Planning Officer will be responsible for determining a diverse range of planning applications and appeal work, developing your knowledge of planning related legislation and delivering positive outcomes to our customers and residents.</p> <p>The Senior Planning Officer will take a lead on the management, consideration and negotiation of a wide variety of planning applications, including complex minor and small scale major cases and related work, delivering well-reasoned recommendations in an timely manner.</p> <p>Provide professional advice at Committees, Planning Appeals and Enforcement cases as required. This includes making delegated decisions, presenting to committees, engaging with Councillors, colleagues and other stakeholders to ensure the right planning outcome.</p> <p>Provide support to Assistant Planners, Planning Officers and assist in the delivery of the Development Management Continuous improvement programme and contribute to the success of a high performing planning service.</p> |

| SPECIFIC DUTIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <p>Support the multi-disciplinary service in the determination of all types of planning application up to small scale major category cases.</p> <p>Promote and support the pre-application advice with particular focus on Planning Performance Agreements.</p> <p>Provide specialist planning advice to all customers (both internal and external) relevant to the service area of the post holder and, where necessary, attend the relevant Inquiries, Hearings, Committees, Courts and other meetings in support of the planning service. To advise on organizational change, prepare statements and proofs of evidence, planning obligations and other legal documents of relevance.</p> <p>Support junior planners and apprentices, providing advice, assistance and guidance as necessary; including making recommendations on planning matters, (in accordance with the scheme of delegation) and advise on appeal related casework up to and including dismissal.</p> <p>Liaise with internal and external services, stakeholders, partners and customers in support of the aims and objectives of the Council.</p> |

Be prepared to visit land and sites as appropriate whilst recognising the bi-lateral duty of care applicable to the post holder and the Council and cooperate in all matters relating to Health & Safety.

To contribute to the work of the planning policy, conservation and property teams.

To maintain up-to-date knowledge of relevant legislation and project management approaches, keeping abreast of best practice. Attending seminars, conferences and workshops, as required to support Professional Development Plan outcomes and business needs, ensuring key learning points are shared with colleagues.

To adopt sustainable working practices in terms of the way services are delivered and in respect of the way the council consumes materials and energy.

Ensure that services are delivered in compliance with existing and new health and safety legislation and the council's health and safety policy and ensuring that duties are pursued in a safe manner with due regard to the health and safety of self and others.

To adhere to all council policies and ensure all council policies are properly complied with throughout the service team; and ensure the council's responsibilities in relation to safeguarding children/adults are discharged in relation to services managed by the post holder.

To carry out any other duties which fall within the broad spirit, scope, levels and purpose of this job description.

Job descriptions will be subject to review and possible change on an annual basis subject to corporate priorities.

## ORGANISATIONAL CHART



## KEY WORKING RELATIONSHIPS

- Development Management Team
- Borough Councillors
- Planning Policy Team

- CIL Team/Manager
- Democratic services
- Gloucestershire County Council
- Parish Councils
- Applicants/Agents
- Members of the public

## RESOURCES

- The post holder will have no direct budgetary or management responsibilities however there will be a responsibility to negotiate and assist in monitoring S.106 contributions.
- The post holder will have access to confidential information such as personal details and financial appraisals as part of planning applications. This information must be handled in accordance with GDPR requirements.

## PHYSICAL DEMANDS

- Expected to work within the office environment with some lone working from home.
- Sitting for prolonged periods of time
- Ability to carry out site visits to all areas of the Borough
- Undertaking site inspections, including walking distances and on uneven ground
- Attending internal and external meetings
- A driving licence is required. Tewkesbury Borough Council provide access to pool cars

## MENTAL DEMANDS

- Requirement to analyse problems, make decisions and recommendations on a wide range of demanding planning cases with reasoned judgement and good attention to detail
- To find mutually agreeable solutions to planning and enforcement cases through application of broad knowledge base as detailed above.
- To keep abreast of changes to government policy, planning case law and changing working practices and ensure decisions are made in compliance with such.
- To seek to improve policies and procedures in planning and admin within the DM team to contribute to continuous improvements
- Negotiating planning obligations for inclusion in S106/ CIL appropriate
- Verbal & written communication, including report writing and presenting material to a range of audiences.
- Self-motivated and able to see tasks through to a successful conclusion
- Organisation and manage own workload including meeting challenging deadlines where necessary.
- Negotiate with developers to ensure delivery of quality planning outcomes.
- Proactive and able to develop positive working relationships with colleagues, working as part of a team.
- Working flexibly and to tight deadlines.
- Maintain confidentiality in accordance with current data protection legislation.
- Customer focussed, responsive and co-operative with customers and looks for innovative ways of improving service delivery.

- Dealing with difficult customers and confrontation, on the phone, in correspondence, on site and at public meetings
- Adapting to change

### WORKING ENVIRONMENT

- The role would entail a mix of working from the office, from home and visiting sites and surrounding land at all times of the year through varying weather.
- Compliance with site visit procedures in relation to planning and enforcement to ensure safe site working, e.g. completing site visit calendars, using buddy system etc
- Attending internal and external meetings i.e. Planning committee and parish councils, planning appeals away from the office

### ALL STAFF RESPONSIBILITIES

- To adhere to all Council Policies, in particular Equal Opportunities.
- To undertake any other duties properly assigned from time to time by your line manager which are appropriate to the grade and character of the post.
- To be committed to the principles of equality, diversity and the ability to treat everyone who you come in contact with dignity and respect.
- Tewkesbury Borough Council is committed to the principles of safeguarding and promoting the welfare of all children, young people and vulnerable adults; therefore, all employees have a responsibility and duty of care to report safeguarding issues they become aware of or witness.

### HEALTH AND SAFETY

Ensuring that services are delivered in compliance with existing and new Health and Safety legislation and the Council's Health and Safety Policy and ensuring that duties are pursued in a safe manner with due regard to the Health and Safety of yourself and others.

### PERSON SPECIFICATION

| QUALIFICATIONS                                                                                   | ESSENTIAL                           | DESIRABLE                           | ASSESSMENT METHOD            |
|--------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|------------------------------|
| Degree in Town and Country Planning (or related subject)                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Application form             |
| Chartered Member of the Royal Town Planning Association, eligible or working towards membership. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Application form             |
| Continual Professional Development                                                               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Interview                    |
| Full Driving Licence                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Application form             |
| EXPERIENCE                                                                                       | ESSENTIAL                           | DESIRABLE                           | ASSESSMENT METHOD            |
| Experience of processing complex/major planning applications                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Application form & interview |
| Demonstrate excellent case and time management                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Interview                    |
| Experience of written representation appeals                                                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Interview                    |

we are **Open and Honest**

we are **Respectful**

we are **Inclusive**

|                                                                                                           |                                     |                                     |                              |
|-----------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|------------------------------|
| Experience of Informal Hearings and Public Inquiries                                                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Application form & interview |
| Working effectively as part of a team                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Application form & interview |
| Presenting and speaking at public meetings                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Interview                    |
| <b>SKILLS</b>                                                                                             | <b>ESSENTIAL</b>                    | <b>DESIRABLE</b>                    | <b>ASSESSMENT METHOD</b>     |
| Ability to work under pressure with minimum supervision and meet agreed deadlines                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Interview                    |
| Self-motivation and the ability to motivate others                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Interview                    |
| Ability to work independently and as part of a team                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Application form & interview |
| Communicate effectively to customers                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Interview                    |
| Negotiation skills to ensure the delivery of quality planning outcomes                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Interview                    |
| Presentation skills, including being able to present complex material effectively to a range of audiences | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Application form & interview |
| Effective writing and public speaking                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Application form & interview |
| Problem solving skills                                                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Interview                    |
| Ability to understand and advise on detailed policy and legal issues                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Application form & interview |
| IT skills including Microsoft office                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Application form & interview |
| Design appreciation                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Interview                    |
| <b>BEHAVIOURS / ATTRIBUTES</b>                                                                            | <b>ESSENTIAL</b>                    | <b>DESIRABLE</b>                    | <b>ASSESSMENT METHOD</b>     |
| Customer focused                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Interview                    |
| Enthusiastic and highly motivated                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Application form & interview |
| Decision maker                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Interview                    |
| Team Worker (collaborates and participates)                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Interview                    |
| Excellent interpersonal skills                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Interview                    |
| Excellent negotiating/persuading skills                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Interview                    |
| Pro-active approach                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Interview                    |
| Accuracy and attention to detail                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Interview                    |
| Politically sensitive, tactful and diplomatic                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Interview                    |
| Open to Change                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Interview                    |

|                                                                            |                                     |                          |           |
|----------------------------------------------------------------------------|-------------------------------------|--------------------------|-----------|
| Takes personal responsibility & uses resources effectively and efficiently | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Interview |
| Shows respect and consideration                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Interview |