

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Senior Planning Officer
Salary:	£38890 - £45859
Grade:	12 -13
Hours:	37
Team:	Development Management
Service Area:	Planning and Place
Primary Location:	County Hall
Budget responsibility:	N/A
Responsible to:	Principal Planning Officer
Responsible for:	N/A

Job Purpose

As part of the council's Development Management team, responsible for processing planning applications for the council's own infrastructure developments and minerals extraction and waste management and related pre-application engagement including preparation of Screening and Scoping Opinions . To provide guidance, advice and support, as a professional specialist, to contribute to a high-quality service that delivers value for money for its customers in line with legislative requirements and the council's policies and practices.

Job Responsibilities

Provide specialist professional planning service delivery in line with legislation and the council's policies and practices.

Process planning applications and related requests for the council's own major highway infrastructure developments as well as minerals and waste planning and related applications (including review of old mineral permissions) in line with development plan policy, national policy and planning guidance and other material considerations.

Provide advice in relation to the planning process including advice at and consequent to pre-application meetings.

Liaise with monitoring and enforcement team and site operators to ensure compliance with planning requirements.

Where necessary prepare written statements and proofs of evidence for appeals and give evidence at planning hearings and public inquiries.

Liaise, consult, negotiate and correspond with councillors, officers, developers, agents, landowners, government agencies, statutory consultees and the general public.

Write reports and present to the council's Planning and Regulation Committee.

Work with internal and external partners such as district and parish councils, the Environment Agency, DEFRA, Natural England and the Council's legal unit.

Represent the council at public liaison meetings as required.

Undertake site visits to assess proposals, investigate planning issues and attend meetings.

Ensure an up to date familiarity and understanding of the legislative basis and practice of planning law.

Any other duties and related activities to support the smooth working of the Development Management team.

Assist in promoting and managing a positive and proactive Health & Safety culture to ensure Health and Safety is embedded into everyday working and legislative requirements are met.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](#).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and, in the order, listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria	Assessed By:
<u>For G13 post; G12 plus;</u>	
Substantial experience (at least five years and at a senior planning officer level) working within Planning Development Management, working with minimal supervision.	A and I
A professional qualification in Town and Country Planning and licentiate membership of Royal Town Planning Institute.	A and D
Experience of leading on significantly complex, controversial County planning applications (for example for large new quarries, waste management facilities and/or infrastructure schemes) accompanied by Environmental Impact Assessments	A and I
Experience of presenting at Public Inquiries	A and I
<u>For G12 post:</u>	

Degree or equivalent qualification in Town and Country Planning or related discipline.	A and D
Significant experience (at least three years) working within the specified area of expertise.	A, D and I
Knowledge of and ability to understand planning legislation and regulations and interpretation of maps and plans	A, D and I
Ability to work to deadlines producing clear and concise, grammatically correct reports, balancing a case load with competing deadlines.	A, I and T
Experience of processing planning applications for major highway infrastructure developments.	A and I
Ability to communicate sensitively and effectively with all stakeholders including councillors, officers, developers, agents, landowners, government agencies, statutory consultees and the general public.	A, I and T
Ability to work efficiently both independently and as part of a team both inside and away from the office.	A and I
The ability to drive and the possession of a current driving licence, or ability to demonstrate an effective means of travel to remote areas of the county to attend site visits and meetings, including some out-of-hours community liaison meetings.	A, D and I
Desirable Criteria	Assessed By:
Previous experience of working at a similar level in Local Government.	A and I
Experience of using MasterGov or similar back-office planning system	A and I
Ability to use Microsoft Office suite	A and I
Experience of working in a planning department/service area in a County or Unitary Council.	A and I

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:N/A

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
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<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or OCC vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens



<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

Agile Working

The designated work base is County Hall, Oxford. However, since 23rd March 2020 all staff have been working from home unless unable to do so for work purposes due to the Covid-19 pandemic and are required to continue to do so unless specific permission is given for wellbeing or service delivery following the carrying out of a risk assessment. Should there be a return to office-based working in the future, staff may be required to work from a different base or in a different location in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.