

**TENDRING DISTRICT COUNCIL, COLCHESTER CITY COUNCIL & ESSEX
COUNTY COUNCIL GARDEN COMMUNITY (TCBGC)**

ROLE DESCRIPTION

Department:	Planning	Post No:	40001243
Job Title	Senior Planning Officer	Salary:	£40,476 per annum
	TCB Garden Community		Full Time 2-year fixed contract
Reports to:	Garden Community Planning Manager		

1 Main Purpose of the Role

To support the Garden Community Planning Manager with the work undertaken by Tendring District Council (TDC), Colchester Borough Council (CBC) and Essex County Council (ECC) in the delivery of the Tendring Colchester Borders Garden Community.

Working in the Garden Community Project Team to progress planning applications that directly aid the delivery of the Garden Community Project.

Liaison with a range of development management stakeholders applying national legislation when reviewing planning application documents.

To provide an efficient and effective service that meets the statutory responsibilities of the Councils and assist ensure that all agreed targets are met including budgetary targets and that statutory regulations and Council policies and procedures are followed.

2 Principal Activities

2.1 Principal activities include:

- Writing reports on complex or controversial issues.
- Ability to lead complex negotiations on politically sensitive scenarios.
- Presenting to Committee
- To effectively and independently manage a demanding and complex workload of planning work, requiring professional and technical expertise and judgment.

2.2 To provide advice to Members and Officers of the Councils within the remit of the team and establish productive working relationships.

2.3 To prepare and present evidence for appeal hearings and enquiries, court hearings, or planning policy matters.

2.4 To support the Garden Community Manager in the management, and improvement of all aspects of the work of the TCBGC including monitoring overall performance against targets, quality control, and administrative and ICT development.

2.5 Liaising, as directed, with a wide range of external organisations relevant to the work of the TCB GC.

2.6 Undertaking improvement projects and plans, managing working parties as required.

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- 2.7 Attending internal & external working parties and meetings as required to represent the Council's as required or to support the Garden Community Planning Manager as required.
- 2.8 Such other duties as may be required by the Councils from time to time.

3 Corporate Responsibilities

- 3.1 Maintain a constant focus on service improvement within the section seeking continuous improvement in reducing costs, increasing efficiencies and looking for alternative delivery methods e.g. shared services.
- 3.2 Contribute to good performance on relevant performance indicators both local and statutory.
- 3.3 Promote, apply and adhere to the Council's HR and ICT policies, procedures and schemes, including but not exclusively: Age, Alcohol, Drugs and Substance Abuse, Equality and Diversity, Flexible Working Hours, Discipline, Grievance, Harassment, Health, Safety & Welfare; Lone Working, Managing and Developing Personal Performance (MDPP), No Smoking, Sickness & Ill Health, Stress, Violence at Work and Working Time Regulations. E-Mail, Internet, Intranet, IT Monitoring, ICT Security, Records Management and Retention as well as financial and contract regulations, delegated powers, the Data Protection Act and the Freedom of Information Act.
- 3.4 Contribute to high quality management standards and best practice across the TCB GC, reflecting the values of the Councils and providing, through positive example, a clear sense of direction and purpose to employees.

4 Special Conditions

- 4.1 This post is politically restricted within the meaning of the Local Government and Housing Act 1998.
- 4.2 You will be required to attend evening meetings, work all reasonable hours to ensure deadlines are met and attend out-of-hours emergencies from time to time.
- 4.3 You must keep up to date with and implement any changes insofar as they apply to your role be they new or amended legal requirements, internal and external policies or any Council or delegated decisions.
- 4.4 You must work to any standards imposed by the Council in maintaining and improving its status under Investors in People (IIP) where appropriate.

This job description is a guide to the duties the postholder will be expected to undertake. It is not required to be exhaustive or exclusive and will be changed as working requirements dictate.

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PERSON SPECIFICATION

Job Title: Senior Planning Officer TCB GC **Post Nos:**

It will help the assessment of your application if you ensure it addresses each of the requirements set out in this document.

PROFESSIONAL & TECHNICAL DEVELOPMENT

- RTPI accredited post graduate degree.
- Eligible for Membership of the Royal Town Planning Institute – MRTPI.
- Comprehensive understanding of:
 - Current issues and developments affecting planning, regeneration and Local Government.
 - Central Government & development plan policy issues.
 - Development Management & related legislation and good understanding of local government legislation.
 - Political awareness and understanding of the operation of Local Government.
- Experience of undertaking similar functions and duties to those in the job description.
- Effective at evidence gathering and analysis within a legislative framework and a political environment.
- Significant experience of managing a range of planning applications, including complex and strategic residential-led developments, and schemes both submitted as outline/full applications.
- Experience of dealing with internal and external consultees and statutory bodies, from pre-application through into application determination stages.
- Reviewing a range of documents submitted alongside planning applications, including EIAs.
- Agreeing conditions and developer contributions via S106 agreements.
- Having a consistent record of giving sound professional advice and building success through effective and productive working relationships with members, colleagues and service users.
- High level of ability in letter writing; production of clear reports on complex or controversial issues.
- IT skills: Use of Microsoft suite of applications, Acolaid/Uniform and other planning-related systems.
- Urban Design Skills.
- Demonstrable ability of tactical decision making and high-quality project management techniques.
- Strong presentation, and communication, skills.

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COMPETENCY REQUIREMENTS

The following competencies will be used in making the initial selection decision:

2.2 Adhering to Principles and Values

- a. Upholds ethics and values.
- b. Demonstrates integrity.
- c. Promotes and defends equal opportunities, builds diverse teams.
- d. Encourages organisational and individual responsibility towards the community and the environment.

3.2 Persuading and Influencing

- a. Makes a strong personal impression on others.
- b. Gains clear agreement and commitment from others by persuading, convincing and negotiating.
- c. Promotes ideas on behalf of self and or others.
- d. Makes effective use of (internal) political processes to influence and persuade others.

4.1 Writing and Reporting

- a. Writes clearly, succinctly and correctly.
- b. Writes convincingly in an engaging and expressive manner.
- c. Avoids the unnecessary use of jargon or complicated language.
- d. Writes in a well-structured and logical way.
- e. Structures information to meet the needs and understanding of the intended audience.

4.2 Applying Expertise and Technology

- a. Applies specialist and detailed technical expertise.
- b. Develops job knowledge and expertise (theoretical and practical) through continual professional development.
- c. Shares expertise and knowledge with others.
- d. Uses technology to achieve work objectives.
- e. Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity.
- f. Demonstrates an understanding of different organisational departments and functions.

6.2 Delivering Results and Meeting Customer Expectations

- a. Focuses on customer needs and satisfaction.
- b. Sets high standards for quality and quantity.
- c. Monitors and maintains quality and productivity.
- d. Works in a systematic, methodical and orderly way.
- e. Consistently achieves project goals.

6.3 Following Instructions and Procedures

- a. Appropriately follows instructions from others without unnecessarily challenging authority.
- b. Follows procedures and policies.
- c. Keeps to schedules.
- d. Arrives punctually for work and meetings.
- e. Demonstrates commitment to the organisation.
- f. Complies with legal obligations and safety requirements of the role.

Applicants should note:

- *That the above competencies are part of the Council's Universal Competencies Framework and there will be other competencies relevant to this role which will be used in the on-going appraisal of the person appointed.*
- *The successful post holder will be expected to undertake any personal development necessary to fully meet the requirements of the Role Description and Person Specification (e.g. gaining a qualification to validate knowledge obtained through experience) and they will be barred from reaching the top of the grade until they do.*