

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

DIRECTORATE:	Place and Prosperity
SERVICE UNIT:	Planning
POST:	Career Grade Planner (Development Management)
GRADE:	Scale 6 - PO2
RESPONSIBLE TO:	Planning Delivery Team Leader

JOB SUMMARY

To assist in the efficient performance of the Development Management function in a sensitive and fair manner to all customers in accordance with Service objectives, national and local legislation and policy.

MAIN DUTIES AND RESPONSIBILITIES

- General development management responsibility for a caseload of mainly major planning applications, including enforcement, discontinuance and revocation of planning permission commensurate with qualifications and experience.
- Deal with all types of applications, including the preparation of Committee reports and, on occasion, presentation at Committee.
- Prepare reports to enable enforcement action on non-compliant/unauthorised work.
- Prepare and present evidence at appeals and in court cases.
- Carry out site inspections on planning applications ensuring compliance with the Council's policies and associated legislation and guidance.
- Carry out site inspections on trees with a view to their preservation ensuring compliance with the Council's policies and associated legislation and guidance.
- Discuss with applicants, Parish Councillors, representatives of other agencies and the general public, planning matters arising out of inquiries about development proposals, applications and site inspections.
- Prepare correspondence, committee reports and recommendations in connection with planning applications and related matters.
- Deal with all enquiries in a professional and customer focussed manner.

- Report instances of unauthorised development in the course of carrying out duties to the nominated senior officer. Keep full accurate records of site visits, meetings and correspondence.
- Input data into IT systems used by the service and generate reports, correspondence and other information as required.
- Keep abreast of new developments in service delivery, policy and legislative changes affecting the Development Management function.
- Meet statutory deadlines and performance targets as required by legislation and the Service Plan.

General Responsibilities

- To adhere to the Council's Health & Safety Policy.
- To support, promote and comply with the Council's Equal Opportunities and Fairness Scheme when undertaking the duties of the post.
- To comply with the Council's Employee Code of Conduct.
- To respect the sensitivity and confidentiality of any information that they may have access to regarding clients/customers in adherence with Data Protection.
- To adhere to the Council's financial regulations.
- To identify cost savings and bring them to the attention of their manager.
- To contribute towards reviews of policy and procedure for their service area.
- To ensure that all advice and information given to current and prospective customers is compliant with statute, policy and best practice.
- To undertake any such additional duties which are reasonably commensurate with the post.

This post is deemed to be a Politically Restricted post under the Local Government and Housing Act 1989, as amended by the Economic Development and Consultation Act 2009.