

**South Derbyshire District Council  
Job Description**

---

Directorate:	Place and Prosperity
Division:	Planning Services
Post:	Planning Officer
Grade:	Scale 6 - PO2 (Career Grade)
Responsible to:	Team Leaders (Development Management/ Planning Policy)

**THIS IS A POLITICALLY RESTRICTED POST**

---

**JOB SUMMARY**

1. To successfully deliver the Development Plan and shape the future development strategy for the District. To provide an effective planning service to achieve sustainable development in accordance with The Council Plan aims and objectives.

**MAIN DUTIES AND RESPONSIBILITIES**

**GENERAL**

1. Ensuring that enquiries from stakeholders including members of the public, elected Members and other organisations are dealt with courteously, professionally and in a customer focussed manner.
2. Ensure work is documented and of appropriate and consistent quality in accordance with statutory deadlines and performance targets as required by legislation and the Service Plan.
3. Prepare and provide expert advice, data, evidence and reports that are compliant with statute, policy and best practice.
4. Attend/participate in Council, Committees, public inquiries, appeals, in court, working groups/panels, inter service, public and other meetings as required.
5. Familiarisation with new developments in service delivery, regulations, current requirements of local and national planning policy, planning guidance and related processes.
6. Undertake site visits.
7. Make effective use of the Councils computer systems including inputting data to ensure that it is correct and up-to-date, extracting data for presentation, data analysis, report generation, correspondence and other information as required.
8. Develop the GIS, development monitoring and other IT systems within the service unit.
9. To respect the sensitivity and confidentiality of information in accordance with the General Data Protection Regulation.
10. To contribute towards policy and procedure reviews for their service area and to identify efficiencies and cost savings and bring them to the attention of their manager.

11. Assist in the development, support, promotion, and adherence to Council's policies including: the Customer Service Code of Practice, the Council's financial regulations, Health & Safety policies, the Equal Opportunities and Fairness/ Diversity Policy and the Council's Employee Code of Conduct.
12. Undertake such other duties commensurate with the experience of the postholder and the grading of the post as may be reasonably delegated from time to time.

#### SPECIFIC DUTIES – PLANNING POLICY

1. Responsibility for all stages in the preparation, adoption and implementation of the Development Plan and other supporting and/or statutory documents, including; gathering and analysing evidence, undertaking public participation, report writing, map preparation, meeting / negotiating with stakeholders and attendance and presentation of evidence at Examinations.
2. Assessing the impact on South Derbyshire of proposals in County and 'Regional' and other Planning Documents, Local Plans and major planning applications in neighbouring Authorities, recommending responses and giving evidence for the Council during the consideration of these representations at Public Meetings and Local Inquiries and examinations.
3. Support the delivery of Neighbourhood Plans including assisting qualifying bodies with Neighbourhood Plan production, responding to and undertaking consultations, administering the Examination, coordinating referendums and ensuring that regulatory requirements are met.
4. Preparation of other supplementary planning documents, GIS mapping, development plan documents and development briefs.
5. Assistance with the Planning Service's contribution to review and implementation of the National Forest, Economic Development, Heritage and other relevant Strategies.
6. Research and intelligence, survey, analysis, record and submit data including land availability records, development monitoring and government returns.

#### SPECIFIC DUTIES – DEVELOPMENT MANAGEMENT

1. Responsible for a caseload of planning applications, including enforcement, discontinuance and revocation of planning permission commensurate with qualifications and experience.
2. Carry out site inspections on planning applications and on trees ensuring compliance with the Council's policies and associated legislation and guidance.
3. 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.
4. Prepare correspondence, committee reports and recommendations in connection with planning applications and related matters.

5. Report instances of unauthorised development in the course of carrying out duties to the nominated senior officer.
6. Prepare reports to enable enforcement action on non-compliant/unauthorised work.
7. Keep full accurate records of site visits, meetings and correspondence.

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.

**Head of Planning**  
**January 2026**