

NORTH HERTFORDSHIRE DISTRICT COUNCIL  
PLANNING HOUSING & ENTERPRISE DIRECTORATE  
JOB DESCRIPTION



Dated Issued: April 2021

Post Nos 8 - 11

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Job Title: Planning Officer / Senior Planning Officer (Development Management)  
Service/Unit Area: Development Management and Conservation  
Grade: Level 1 = Grade 7  
Level 2 = Grade 8  
Level 3 = Grade 8  
Level 4 = Grade 9  
Level 5 = Grade 10  
Hours: 37 hours per week  
Responsible to: Principal Planning Officer (Development Management)  
Contacts: Council Members to advise and discuss development management cases.  
Representatives of other authorities, including County Council, Parish Councils, adjoining County and District Councils, Government Departments and other Agencies, Quangos etc.  
Professional agents and Representatives of Private Companies, Solicitors etc.  
Directors and Senior Managers, as appropriate, to provide information.  
Members of the public and Interest/Amenity Groups.

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**Job Summary:**

The professional assessment of applications made pursuant to the Town and Country Planning Acts and related legislation, including making recommendations as to the decision on individual applications, dealing with appeals arising from the decision, all in a manner which contributes to the attainment of the group's targets and objectives.

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**Key Responsibilities:**

- 1 Principal Responsibilities
  - 1.1 The checking, appraisal and recommendation as to decision in respect of applications for approval, permission or consent under the provisions of the Town and Country Planning legislation, together with the compilation of agendas and the preparation and presentation of reports on behalf of the Development and Conservation Manager at meetings of the Planning Control Committee, in conjunction with the Development and Conservation Manager

- 1.2 The enforcement of planning control and the investigation of apparent or alleged breaches in liaison with the Compliance Officer(s).
- 1.3 Subject to appropriate experience, to defend Council decisions the subject of an appeal to the Secretary of State by preparing or arranging for the preparation of written evidence, or, in the case of Hearings or Public Inquiries, preparing and presenting, or arranging for the preparation and presentation of expert evidence.
- 1.4 Subject to appropriate experience, to undertake preparation and/or presentation of evidence at Court hearings as may be required.
- 1.5 To be informed and aware of relevant legislation, government advice and the activities of other relevant organisations that may bear upon development control issues, including professional associations.
- 1.6 To promote the Council and the Service Directorate (Regulatory) by engaging in pre-application discussions with prospective applicants/agents and giving advice in connection with their proposals.
- 1.7 Subject to appropriate experience, the provision of professional advice to applicants, agents, the public, Members and other staff of the District Council on all development control matters.
- 1.8 The generation of correspondence in respect of development control matters within the relevant area, meeting any response targets that may have been adopted.
- 2 Staff Management  
None.
- 3 Service Management  
To assist in ensuring the Planning Group service meets the Council's Customer First Standards.
- 4 Financial Responsibilities  
To work within the Council's Standing Orders for Contracts and Financial Regulations.
- 5 Other Responsibilities  
To ensure that all dealings with staff and the public are conducted within the Council's Equal Opportunities framework.  
To comply with all relevant legislation to ensure effectiveness in the role.  
To have regard for the duty of care of information (with particular reference to the Data Protection Act and Freedom of Information Act) gained during the course of employment that relates to other employees, the public, contractors, Elected Members etc.

To create and maintain authentic, timely and reliable records in relation to your duties. To take due care and attention when gathering, recording and manipulating data and to have regard to guidance issued by the Council in connection with data management.

The job holder has a personal responsibility, whilst at work, to preserve and enhance health and safety. They must familiarise themselves with the health and safety aspects of their work and avoid contact which would put at risk the health and safety of themselves and other people including visitors, contractors and members of the public.

To ensure that the Council's Customer Care standards are achieved or exceeded when dealing with members of the public and internal customers.

To attend meetings of the Council or Committees as required.

To undertake other duties which may arise or as may be delegated from time to time, commensurate with the skills required for this post.

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Salary Grading Entry Levels

Grade 7 - (Level 1) - A degree in a discipline related to Town and Country Planning with little or no experience in development control and/or planning policy.

Grade 8 - (Level 2) - A degree (as above) but with at least, two years experience in development control and/or planning policy.

Grade 8 - (Level 3) - A degree or diploma in Town and Country Planning (recognised by the Royal Town Planning Institute) with little or no relevant experience.

Grade 9 - (Level 4) - A degree or diploma (as above) with at least two years experience in development control and/or planning policy.

Grade 10 - (Level 5) - Membership of the Royal Town Planning Institute and, at least, three years experience in development control and/or planning policy.

Signed:..... Manager  
Signed:..... Employee  
Name:..... Employee

Date:.....  
Date:.....