

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

| | |
|--|--|
| DEPARTMENT: Regeneration | SERVICE GROUP: Development Services |
| POST TITLE: Senior Planning Officer | REPORTS TO: 5 th Tier Planning Manager |
| GRADE: PO3 | SAP POSITION NUMBER : tbc |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

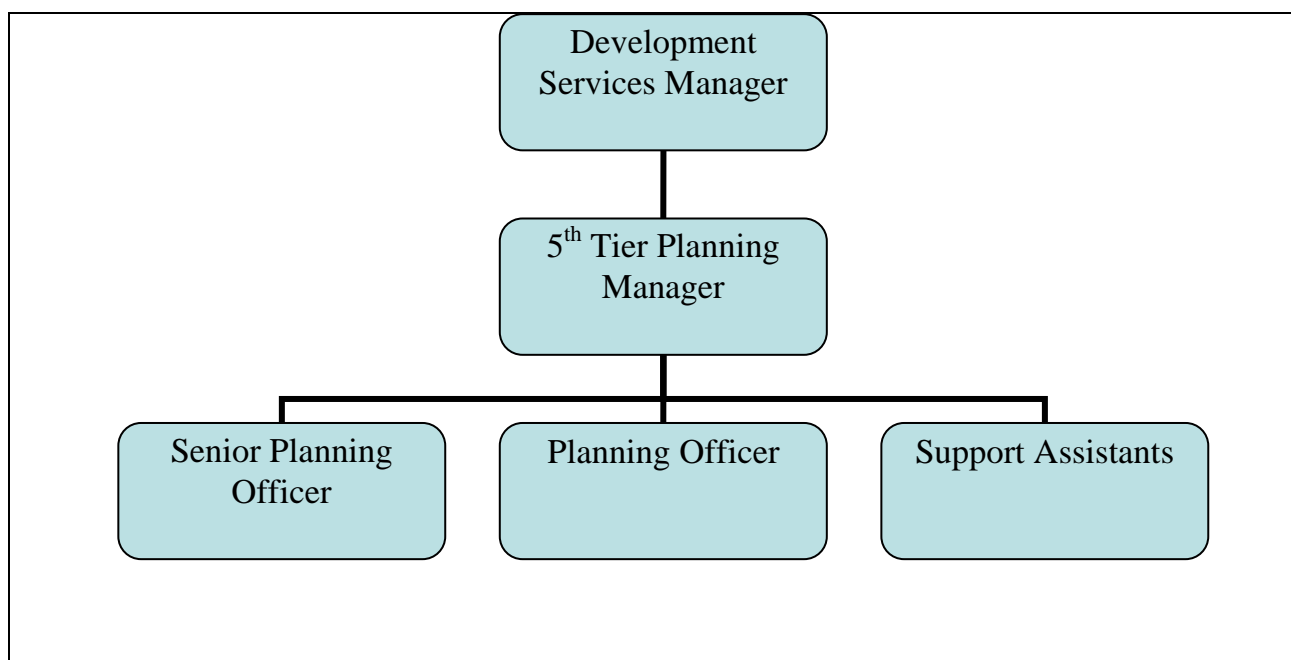
Both sets of competencies will be used at interview stage and will not be used for short listing purposes. **Please see the separate guidance information on how to complete the form located on Bradnet.**

| |
|---|
| Key Purpose of Post: Max 3 |
| . To carry out development management and development project activities as required delivering a comprehensive planning service for major development proposals that contribute to the regeneration and sustainability of the district and to the effective delivery of the statutory responsibilities of the local planning authority. |
| To be a Project Leader facilitating a 'Development Team Approach' for major development projects and other schemes that promote regeneration in the district. |
| Main Responsibilities of Post: Max 15 |
| 1. To Project Manage major development projects and other schemes, in order to promote and encourage appropriate development and regeneration within all areas of the district. To guide schemes through the entire planning process, including co-ordinating the work of other staff within the Planning Service and elsewhere within the Authority, to provide a high quality "Development Team Approach" to new development and investment opportunities and to act as an "ambassador" for |

the Council.

2. With minimum supervision, prepare reports including making recommendations on planning applications, appeals and development proposals, including those of a complex nature, and to ensure that service and best value targets are met.
3. Prepare the Council's case for planning appeals, to appear at public Local Inquiries directed as the Council's expert witness, to be the sole representative of the Council at informal hearings, to visit the site with the investigating Planning Inspector and to appear in Court as required.
4. Attend the Area Planning Panels, the Regulatory and Appeals Committee and any other committee as appropriate and present items in support of or in the absence of the Major Developments Manager as appropriate.
5. To deal with correspondence and planning enquiries from Members of Parliament, Members of Council, the private sector and the general public, especially on major development schemes, and within agreed deadlines.
6. Provide advice to and work proactively with the general public and other professional groups, organisations and individuals on the necessity for planning permission, and exercise creative judgement upon the likelihood of a proposal receiving support, the promoting a positive public image of the Council.
7. Operate the requirements of Standing Orders and Freedom of Information regarding the availability of documents to the general public and to have responsibility for confidential information within the Planning Service.
8. Exercise creative judgement in ensuring the promotion of a good public image on Council policy, including the pursuit of liaison with minority groups and the promotion of the Council's Equality standard.
9. Convey factual information to the press and prepare draft Press Releases when appropriate.
10. Liaise with other planning staff on matters affecting the Local Plan, implementation/negotiation issues, regeneration initiatives, URC master plan, City Centre Management and policy.
11. Act in a proactive way to secure planning obligations in relation to proposed developments, in accordance with Council Policy and Government guidance.

Structure:



Special Knowledge Requirement: Essential for shortlisting. Max 10

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column

| | Essential |
|---|-----------|
| Carries out the working practices, procedures and basic operations across town planning with regard to a caseload of up to 150 complex planning applications and associated pre-application and post-application negotiations and appeals per year. | √ |
| Uses knowledge, safety and environmental policies , procedures and regulations, including risk in own area and/or other areas of work. | √ |
| Uses a range of specialist ICT systems across own work area and or across other areas of work. | √ |
| Oversees or contributes to the management of a budget , keeping costs within agreed levels for own section/team | |
| Uses, interprets, analyses, communicates complex numerical information. | √ |
| Please add any 5 additional knowledge requirements specific to the post | |
| | |
| | |
| | |
| | |

Relevant experience requirement: Essential for shortlisting

Two years experience in Planning plus a further three years, within the last five years, in development management /development control. Experience of dealing with major planning applications and appeals. Experience of presenting planning proposals to

| |
|---|
| public meetings and/or Planning Panels/ Committees. Experience of presenting evidence at Informal Hearings and/or Public Inquiries. |
| |
| |
| |
| |
| Relevant professional qualifications requirement: Essential for shortlisting |
| Degree or post-graduate Diploma/Masters in Town Planning, or related environmental subject. Corporate Membership of the RTPI. |
| Core Employee competencies at manager level to be used at the interview stage. |
| Carries Out Performance Management – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately to a high standard. |
| Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information. |
| Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. |
| Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships. |
| Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face. |

| |
|---|
| Management Competencies: to be used at the interview stage. |
| Operates with Strategic Awareness Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably. |
| Practices Appropriate Leadership Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do. |
| Delivering Successful Performance Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes. |
| Applying Project and Programme Management Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning. |
| Developing High Performing People and Teams Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals. |
| Working Conditions: |
| You will outline here if the post holder must be able to work evenings, weekends and |

| | | |
|---|--|----------------------------------|
| Bank Holidays as required by the needs of the service. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions. | | |
| Special Conditions: | | |
| You will outline here if there is a requirement for the post to have recruitment checks such as DBS, Warner Process. | | |
| Compiled by: Chris Eaton Date: 04.07.2011 New Job Profile form: 27.06.2016 CME | Grade Assessment Date: 20.07.2011 | Post Grade: PO3 |