

Role Profile

Job Title:	Planning Officer
Location:	Colindale / Hybrid
Department:	Planning and Building Control
Directorate:	Growth
Grade:	G – Level 1 H – Level 2
Type of Working:	Hybrid
Reports to:	Deputy Planning Manager or Planning Manager

1. Job Purpose:

- To positively contribute to the Planning and Building Control service in accordance with the aims, objectives, and priorities of the Council to an agreed quality, performance standards and in a cost-effective manner.
- The Planning Officer role is generic within the planning service. The service operates a rotation programme that gives the opportunity for officers to work in different specialisms.
- Planning Officers will be expected to lead on general areas of work. A general outline of responsibilities of each post, relevant to the unit, are listed below.
- The role is hybrid, attendance at the office is required for fixed days each week. There may be times when it is expected for the post holder to travel outside of the Borough to deliver services on behalf of Barnet.

2. Key accountabilities:

2.1 Grade G – Level 1

General duties for all areas of work at this level:

- To provide technical and administrative support to senior staff.
- To assist in and/or prepare technical reports, graphical data presentation or mapping for various internal and external stakeholders.
- To deal effectively with enquiries and communications from customers and other stakeholders.
- Undertake site visits.
- Any other tasks commensurate to the role.

For Development Management:

- To undertake initial screening of planning applications and assist in their registration. Register and administer prior notification applications.

- Deal with general enquiry emails received by the Council.
- Responsible for a designated caseload of mostly householder and other applications and related work, to assess and report on planning and other applications and related work, appropriate to grade and responsibility. The type of cases expected to be dealt with at this level is listed below. This list is not exhaustive and there will be times when cases of a higher or lower complexity will be expected to be completed:
 - Prior Notifications (mostly householder)
 - Certificates of lawfulness
 - Householder applications
 - Some planning conditions
 - Other simple casework as allocated.
- To deal with any appeals that are submitted in response to the decision of the Local Planning Authority including the preparation of the Council's case at written representations stage.

For Planning Enforcement:

- To investigate alleged breaches of planning control of all types and to report direct to the (Deputy) Principal Planning Officer (Enforcement) on any action (if any) to be taken.
- To be responsible for the management of an assigned caseload and for the investigation and assessment of alleged breaches of planning control appropriate to grade and experience. At this grade the case load will likely consist mainly of householder developments, minor residential conversions, breaches of planning conditions, minor commercial developments and changes of use. Higher or lower complexity work may, however, be assigned for personal development.
- To initiate action to resolve identified breaches of planning control and prepare associated delegated reports.
- To draft simple written representation appeal statements and to prepare witness statements as directed Working with more senior colleagues, to assist in more complex appeals and prosecutions concerning own casework.

For Planning Policy:

- To create and maintain documents, databases, spatial and information mapping platforms and websites (as appropriate), collect, prepare and present statistical information.
- Assist in preparation, review, consultation and implementation of planning policy and guidance, including Local Plan, Supplementary Planning Documents (SPDs) and Neighbourhood Plans
- Support and participate in activities associated in the development, implementation, review and monitoring of local planning policies and strategy.
- Support the monitoring and reporting of data.
- Undertake any related planning policy matters.

2.2 Grade H – Level 2

General duties for all areas of work at this level:

- To be familiar with the changes in techniques, legislation, national policy, and other guidance relevant to the field of work.
- Undertake site visits as required.
- To deal effectively with enquiries and communications from customers and other stakeholders. To communicate effectively with a range of customers, both orally and in writing.
- To advise and give guidance on the preparation of illustrative material and technical work related to the field of work within the service.
- To attend and support community and other planning service stakeholder engagement events as required.

- To prepare written representation appeal statements in accordance with the Town and Country Planning Appeal (Written Representation) Regulations or contribute to such statements as relevant to the role.
- Any other tasks commensurate to the role.

For Development Management:

- To provide support for more senior officers on all types of cases including large-scale and strategic projects as appropriate and deal with less complex related work streams under supervision from Senior / Principal Planning Officers.
- Responsible for a designated caseload of applications and related work, to assess and report on planning and other applications and related work appropriate to grade and responsibility. The type of cases expected to be dealt with at this level is listed below. This list is not exhaustive and there will be times when cases of a higher or lower complexity will be expected to be completed:
 - Householder applications including those with constraints (e.g., listed buildings, conservation areas and Green Belt)
 - Minor Applications including new build
 - House conversions and Houses in Multiple Occupancy
 - Change of uses in town centres
 - Telecommunication applications
- To prepare reports on planning applications listed above, attend Planning Committees and undertake associated presentations.
- To deal with any appeals that are submitted in response to the decision of the Local Planning Authority including the preparation of the Council's case at written representations stage and/or representing the Council at any Hearings arising out of appeals.
- To assist the Council's Pre-App and Fast-track (PAFT) service by providing pre-application advice to applicants in a timely manner having had regard to, and taking instruction from, colleagues throughout the Council. Involves meeting applicants and writing pre-application reports.
- To have working knowledge of trees in relation to both development and the ability to deal with applications relating to tree works in conservation areas and protected trees.

For Planning Enforcement:

- To investigate alleged breaches of planning control of all types and to report direct to the (Deputy) Principal Planning Officer (Enforcement) on any action (if any) to be taken.
- To be responsible for the management of an assigned caseload and for the investigation and assessment of alleged breaches of planning control of all types. At this grade the case load will likely consist mainly of householder developments, residential conversions, breaches of planning condition, commercial developments, changes of use and of listed building and tree related work. Higher or lower complexity work may, however, be assigned from time to time.
- To initiate action to resolve identified breaches of planning control and prepare associated delegated reports.
- To draft written representation appeal statements and to prepare witness statements as appropriate. Working with more senior colleagues, to assist in more complex appeals and prosecutions concerning own casework and, with support if needed, to give evidence at hearing and inquiries.

For Planning Policy:

- To prepare or assist senior officers in the preparation or commissioning of technical reports and expert advice relating to planning strategy, policy and related matters (such as sustainability appraisal, housing, employment, transport, environmental protection, design, land use).
- To participate in partnership working to represent the interests of Greater London Authority in the preparation of planning policy, strategy, environmental and infrastructure projects by partners.
- Work in connection with the preparation, implementation and monitoring of local planning projects, as set out in the Local Development Scheme and Neighbourhood Plans, design guidance and any other policy documents that may arise.
- Support the monitoring and reporting of data.
- Undertake any related planning policy matters.

3. Financial Responsibilities:

None

4. Health and Safety Responsibilities:

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements;
- Complete mandatory health and safety training;
- Follow safe systems of work and use devices/guards provided for safety;
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices;
- Report any Accident/Incidents/Hazards;
- Take care of your own and other's safety, health, and wellbeing.

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Type of Working	Hybrid
Reports to:	Deputy Planning Manager or Planning Manager

Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Planning or environmentally based degree or equivalent experience	Essential at Level 1	Application
Planning or planning related degree or equivalent experience	Essential at Level 2	
RTPI accreditation	Desirable Level 2	Application
Experience & Knowledge		
Previous experience in a Planning or related technical department	Desirable Level 1 Essential Level 2	Application/Interview
Experience of assessing and processing a range of planning applications	Not required Level 1 Essential Level 2	Application/Interview
Experience of planning appeal work	Not required Level 1 Desirable Level 2	Application/Interview
Experience of presenting planning applications to Committees.	Not required Level 1 Desirable Level 2	Application/Interview
Ability to manage web pages and use GIS software	Desirable	Application/Interview
Skill & Ability		

Ability to understand basic plans/drawings/documents.	Essential Level 1	Application/Interview
Ability to understand plans/drawings/documents.	Essential Level 2	
Excellent verbal and written communication skills	Essential	Application/Interview
Good organisational skills, able to prioritise effectively.	Essential	Application/Interview
Good negotiation skills	Essential	Application/Interview
Special Job Requirements		
Driving licence	Essential	Application
Available to work out of hours when required	Essential	Application
Values and Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Inclusive		
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview