

PLANNING AND RURAL DEVELOPMENT DIRECTORATE

PLANNING OFFICER (DEVELOPMENT MANAGEMENT)

(Permanent, Full-time, Band D)

Based in Grantown-on-Spey

Purpose

To contribute as part of a small team to deliver an effective and efficient development management service.

Responsibilities

This post provides support to the Development Management function of the Directorate. It will provide an opportunity for a planner with experience in practice to further his or her career through involvement in delivery of all aspects of the development management function. The post holder will be expected to carry a caseload of work in relation to planning applications, pre-applications, appeals and monitoring and enforcement. The post involves line management of the Planning Support staff.

Under the line management of the Planning Manager (Development Management) the post will contribute to the operation of the National Park Authority's Development Management Service as set out below:

- Undertake as required the preparation and presentation of the National Park Authority's weekly "Call-In" reports;
- Undertake the efficient and effective assessment of allocated planning applications against the National Park's policy framework, including effective communication and negotiation with participants in the process;
- Prepare and present regular written and oral reports on planning applications and consultations for new development to Planning Committee;
- Achieve performance targets set by the Head of Planning/Planning Manager (Development Management) for processing standards for planning applications, pre-applications, appeals and enforcement;
- Handle written planning appeals and represent the National Park Authority at hearings and Public Local Inquiries;
- Build efficient and effective working relationships with departments of Local Authorities and other agencies that participate in the development management process;
- Contribute to the delivery of the Planning Service Unit Plan and prioritised service improvements;
- Support the monitoring and enforcement function of the National Park Authority.
- Ensure, in liaison with technical support staff, the effective operation of development management casework handling systems (IDOX Uni-Form and Document Management System), using the systems to manage, process and monitor casework;
- Undertake research and collation of information/statistics in respect of delivery of the planning service;
- Undertake, as and when required, additional planning duties relating to development planning under the supervision of the (Forward Planning and Service Improvement) Planning Manager;

Overall

- Undertake other tasks and duties as may be required by the Head of Planning or Planning Managers;
- Contribute positively to the work of the Planning and Rural Development Directorate and to the quality of service to the public through a positive and professional approach to all aspects of the job; and,
- Line manage the Planning Administration and Systems Officer and the Planning Technician to ensure efficient and effective delivery of the relevant parts of the Corporate and Operational Plans. Ensure effective performance of staff and prepare appraisal reports for staff, identify and help to meet training and development needs and implement Health and Safety procedures, and contribute to recruitment of staff as appropriate;

Person Specification - Knowledge, experience and training**ESSENTIAL**

- A recognised degree in Town Planning or closely related subject area;
- Eligible for Membership of the Royal Town Planning Institute
- Excellent communication skills – experience of and ability to give clear oral and visual presentations to Planning Committee and to write concise and accurate planning reports in plain English.
- Ability to work with minimal supervision both individually and as part of a team
- Excellent time and workload management skills and ability to meet tight deadlines
- Up to date knowledge and experience of Scottish planning legislation, regulations, policies and current practice;
- Knowledge of and a strong commitment to the aims of the Cairngorms National Park and how they interact with the planning system.
- Extensive experience in development management, including processing planning applications, pre-application advice, appeals and enforcement within a planning authority
- Spatial awareness skills and ability to accurately interpret drawings and maps;
- Experience of using and manipulating E-planning systems, IDOX Uni-Form and Document Management System (or equivalent system) to process development management functions
- IT skills – word processing, spread sheets, databases, and presentation software;
- Full UK driving licence or access to driver if disability prevents driving.

DESIRABLE

- Experience of line managing staff.
- A secondary qualification relevant to the job.
- Experience of working with communities;
- Understanding of living and working in rural areas and the relationship between land use planning and wider rural issues;

April 2017