

Planning Officer

Closing date: 21st May 2019
Interview date: 31st May 2019



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Applying For This Vacancy

Please read the information in this document before you complete your application form.

You will need to make clear in your application form:

- **Why you are interested in the position**
- **What relevant skills and experience you have (refer to the Job Description and Person Specification)**

Please complete the online application form in full as shortlisting will be based on the information provided on your application form.

Go to the job advert page and click on “Apply online”. You will be asked to register before you can complete your online form. Tips on applying online can be found at:

<https://www.bracknell-forest.gov.uk/jobs/applying-job/tips-online-applications>

We will be in touch with you via your email address.

You can still access the job details/application pack and view your application form after the closing date by logging into your account. You can also check the status of your application (e.g. whether shortlisting has taken place) in the same way.

Any problems?

If you have any queries about your application, please contact the recruitment team at Recruitment@bracknell-forest.gov.uk

If you experience any technical issues with your application, please contact the Jobsgopublic support team at support@jobsgopublic.com or call 0207 427 8250.

Our preferred method of application is online, but if you are unable to do this, please contact the recruitment team, as above.



This post within our Development Management Team will provide an excellent opportunity for someone with some experience in planning to take forward their career. The post-holder will be expected to take on a substantial case load of planning applications as well as deal with pre-application enquiries and duty cover on a rota basis. Currently the team is dealing with a high volume of applications and we are recruiting to this position to enable us to continue to provide a high standard of customer service.

We are looking for an enthusiastic individual with good communication skills to provide advice to those using our services, particularly responding to enquiries from the public. You will also advance your planning experience, dealing with proposals for smaller housing and commercial developments.

We will pay your annual subscription to a relevant professional body. Whilst a full clean driving licence is required we do provide pool cars for conducting site visits. Please call Basia Polnik, Team Manager, on 01344 351134 or Max Baker, Head of Planning, on 01344 351902 if you would like to discuss this opportunity further.

Job Description

Department: Place, Planning and Regeneration	Section/Location: Planning / Time Square
Post Number: ENP19	Grade/Salary Range: BG-G SCP 25-30
Job Title: Planning Officer (Development Management)	Workstyle: Free
JOB PURPOSE	
To work as part of a team and to assist in the delivery of an effective, efficient and user friendly planning service which seeks to conserve, promote, maintain and enhance the natural and built environment of the area.	
DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE	
<p>The Planning Section is managed by the Head of Planning who reports to the Director of Place, Planning and Regeneration and covers the Council's planning functions.</p> <p>The Planning Section deals with development management, compliance and the technical support of these functions. It also covers the preparation of Planning Policy documents and securing infrastructure and mitigation measures associated with new development. The post reports to a Planning Team Manager.</p>	
MAIN DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. To examine, process and evaluate planning and related applications, including site inspections, negotiations and preparation of reports to the Committee, or reports under the officer delegation arrangements. 2. To undertake work in connection with planning appeals, including the preparation of written statements and presentation of the Council's case at Hearings. 3. To ensure planning and related applications and appeals, for which they are the case officer, are processed in accordance with set procedures and agreed performance targets are achieved. 4. To provide pre-application advice and written opinions as to the need for planning permission and other related approvals. 5. To contribute towards the formulation of planning policies, the production of development briefs, guidance and advice leaflets. 6. To research and reply to queries regarding the history of sites from the public, other departments and planning colleagues. 7. Respond to correspondence and enquiries relating to planning matters and provide advice to members of the public. 8. Attend occasional Planning Committee and Executive meetings and meetings of outside bodies as required. 9. To keep up-to-date on planning legislation and policies. 10. Deal efficiently and courteously with all customers of the service including contact in person, by telephone, and through correspondence, including e-mails. 11. To report to the Team Manager any work related matter likely to give rise to significant risk to personal or public safety. 12. To undertake such other work as the Council or the Director of Place, Planning and Regeneration may determine as being compatible with the responsibility levels of the post. <p><i>It should be noted that the above list of principal duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.</i></p> <p><i>The post-holder is required to be flexible as they may be moved from time to time between development management and spatial policy teams according to the needs of the service and/or to develop a broad base of planning expertise.</i></p>	

SCOPE OF JOB (Budgetary/Resource Control, Impact)

The post-holder has no budgetary responsibilities.

The post-holder is responsible for the determination of planning applications with a potential for substantial impact upon the local environment/economy.

The nature of the job is such that it influences the future physical environment and quality of life in the Borough through the processing of planning and similar applications and dealing with general Development Management enquiries from the public, colleagues and Council Members.

The postholder will be designated a 'Free Worker' and will be required to work away from the Council Offices and on a flexible hours basis. The postholder may, from time to time, be required to work outside of normal office hours.

Person Specification

Job Title: Planning Officer (Development Management)	Section: Planning
Department: Place, Planning and Regeneration	Post Number: ENP19

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> Educated to degree level (2.2 or higher) or equivalent, preferably in a planning related subject Post-graduate experience of working within planning or related profession 	<ul style="list-style-type: none"> Working towards membership of the Royal Town Planning Institute through the Licentiate Programme.
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> Strong working knowledge of the planning system and plan making processes Demonstrable understanding of development management processes Good communication skills, written and spoken presentation Experience of research and report writing Ability to negotiate with developers Good working knowledge of data and ICT systems (e.g. Microsoft Office packages; GIS; Uniform etc.) 	<ul style="list-style-type: none"> Experience/understanding of the planning appeals process, preparing written statements and attending hearings.
Work-related Personal Requirements	<ul style="list-style-type: none"> Ability to blend tact with firmness Attentive to detail Pro-active approach to work and focussed on solutions / outcomes Ability to work within a team and contribute positively to its functioning Well organised, good time management and able to meet targets Self motivated, and good team player 	

Other Work Requirements	<ul style="list-style-type: none"> • Current clean Driving Licence • Occasional working outside normal working hours 	
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About the Department

The following link takes you to more information about our Department:

<https://www.bracknell-forest.gov.uk/council-and-democracy/how-council-works/council-staff-and-departments>

Location

Time Square, Market Street, Bracknell, RG12 1JD

Work Style / Parking

Your work style is "Free", because your job requires you to work away from a desk on a regular basis. Roles which involve working in the field/attending meetings at workbase and other offices and/or working in other locations, eg schools, doctors surgeries and could in part be done at home or another location for a proportion of the working week.

For a 5:3 desk ratio this amounts to 40% away from the desk. The extent, timing and location of remote working will be by agreement with your manager and local working practices. Further details of the workstyles can be found in the Council's Flexible Working Policy.

There is very restricted parking at our town centre offices. If you would like a car parking space when you start your employment with us we will send you an online form to complete. Please note there will be a charge for parking which will depend on your salary and working hours. You will receive further details from the HR department after a conditional offer has been made. To find out more information about parking at Bracknell Forest Council visit <https://www.bracknell-forest.gov.uk/roads-parking-and-transport/parking/bracknell-town-centre-parking>

Alternatively, the bus and train stations are nearby.

Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all employees to take up the wide variety of learning and development available. We use a formal appraisal process and electronic training needs analyses to identify skills gaps and personal development opportunities.

As well as face to face workshops, we support coaching and mentoring opportunities, secondments, project working and access to a range of e-learning.

Values and Behaviours

The council shares a set of values that we try to demonstrate in all that we do.

We are **Forward thinking** – we innovate, we plan, we focus on delivery.

We are **Open-minded** – we learn from what we do and are open to new ways of doing things.

We are **Respectful** of others – and treat them as we would wish to be treated ourselves.

We **Work together** as one Council, and we work together with partners and customers.

We are **Adaptable** - we embrace change, and we are flexible.

We are **Resilient** - we bounce back from setbacks and we find a way to carry on.

We are **Determined** – we have a “can do” attitude.

We show that we have these values in what we do, and how we do it.

It's important that we can learn and change; that we can find ways to solve problems; that we do the right things in the most cost-effective way; that we help to make things happen; that we are business-like in understanding risk, change and affordability; that we work well with others in a positive way.

If this sounds like the sort of people you'd like to work with, then we think we would like to work with you!

Staff Benefits

Please visit <https://www.bracknell-forest.gov.uk/jobs/working-council>

Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. The post will be offered as a permanent appointment subject to 1 month's notice on either side.

Offers of appointment are subject to right to work, satisfactory references, medical clearance and if applicable to the post, a Disclosure & Barring Service check. All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

Salary

The salary will be within the local Bracknell Grade BG-G. The grade range is £28,785-£32,878 the starting salary offered will depend on your experience.

Your salary will go up by one point in the grade each year until you reach the top of the grade.

There is also a local weighting of £609 per annum

Car Allowance

This post carries a Casual Car User Allowance. Business miles are claimed at 45p per mile for the first 8,500 miles and 25p per mile thereafter.

Working Hours

Your normal working week is 37 hours per week. Monday to Friday with occasional evening/weekends

Although your normal working week will be 37 hours, we understand the importance of a healthy work and lifestyle balance for our staff. Our flexible working scheme will give you some flexibility in your working day.

Whether you have an appointment, are waiting for a delivery at home or wanting to go to your son or daughter's sports day – there are always occasions that arise that you don't want to miss and just wish you could come into work late/ early. Using the flexitime system, you can take time off without using your annual leave.

Naturally we always need to maintain adequate cover – so you'll need to check the situation with your manager.

Holidays

The annual holiday entitlement is 27 days plus bank holidays.

Annual holiday entitlement increases with length of service (5 extra days after 3 years continuous Local Government service).

To give you extra flexibility, you have the option of buying, selling or banking annual leave. By arrangement with your manager, you can buy or bank up to 10 days or sell up to 5 days (subject to making sure your leave days do not fall below 20 days per year). Pro rata for part time staff.

Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £21,001 to £34,000pa contributes at 6.5%.

More About Applying

References

Please give the names and addresses of two people who will provide a reference. At least one should be from your current/last employer, but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.

For posts in contact with children/young people or adults at risk employment references will not be accepted from relatives or people writing solely in the capacity of friends. However, your referees may include someone you know with standing in the community i.e. a teacher, vicar etc.

Working In The UK

You must be entitled to work in the UK before you can start work with us. If you have any doubt of your ability to work in the UK visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

Positive about people with a Disability



We are a Disability Symbol User and as such have made a commitment to guarantee an interview to all applicants with a disability who meet the essential criteria of the person specification.

To help us with our commitment to this guarantee, please indicate if you have a disability on your application form.

Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

Medical Questionnaire

You may be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

Rehabilitation of Offenders Act 1974

You are required to give details on the application form of all convictions, cautions, reprimands, orders and warnings, except 'spent' convictions. Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with us.

You must declare any unspent convictions, cautions, reprimands, orders and warnings. Please see below for details:

Sentence	Rehabilitation period This applies from the <u>end date</u> of the sentence
Custodial sentence of over 4 years or a public protection sentence	Never spent
Custodial sentence of over 2 ½ years up and including 4 years	7 years from the date upon which the sentence is completed
Custodial sentence of over 6 months but less than and including 2 ½ years	4 years from the date upon which the sentence is completed
Custodial sentence of 6 months or less	2 years from the date upon which the sentence is completed
Community Order / Youth Rehabilitation Order	1 year from the date the order was imposed
Fine	1 year from the date the fine was imposed
Absolute discharge	No rehabilitation period
Conditional discharge, bind over order, attendance centre order, hospital order, referral order	Period of order

To find out more about the recruitment of Ex-Offenders visit <https://www.bracknell-forest.gov.uk/jobs/applying-job/guidance-recruitment-ex-offenders>

What Happens Next To Your Application?

To find out more about the recruitment process please visit <https://www.bracknell-forest.gov.uk/jobs/applying-job/recruitment-process>