

## Role Description and Employee Specification

### Planning Officer

<b>Job Title:</b>	Planning Officer	<b>Location:</b>	Coleford
<b>Department:</b>	Communities and Place	<b>Service:</b>	Development Management
<b>Reports to:</b>	Principal Planning Officer	<b>Working Hours:</b>	37 hours per week
<b>Salary:</b>	£32,952 - £35,819	<b>Peer Group:</b>	PGI 13
<b>Business World Post Number:</b>		<b>Job Group:</b>	Level 2 Case and Field Worker
<b>Contract Type:</b>	Permanent	<b>Direct Reports:</b>	N/A

<b>Overall purpose of the Post:</b>	Forest of Dean District Council is seeking to recruit a Planning Officer to play a key role in delivering the Development Management functions of the Planning section. The role will involve handling a varied case load of planning applications and pre-application enquiries.
<b>Key Tasks and Responsibilities:</b>	<ul style="list-style-type: none"> <li>To assist in processing application proposals submitted to Forest of Dean District Council including making written recommendations and presenting cases to Planning Committee</li> <li>Deal with informal enquiries and complaints related to development and breaches of planning control</li> <li>Prepare written statements for both written representation appeals and informal hearing appeals</li> <li>Deal with incoming post and pre-application enquiries</li> <li>Post site notices as required in relation to Listed Buildings, Conservation Area, Footpaths etc.</li> <li>Carry out research in relation to planning applications</li> <li>Deal with the compliance of conditions on planning applications and liaising with the Enforcement section</li> <li>Prepare appeal statements and attend accompanied site visits</li> <li>Undertake any other duties as reasonably required to do so</li> </ul>
<b>Essential Requirements – Knowledge, Qualifications,</b>	<ul style="list-style-type: none"> <li>A minimum qualification equivalent to NVQ level 3 or A level, and/or three years relevant experience</li> <li>GCSE Maths and English or equivalent to grade C/4 or higher</li> </ul>

<b>Skills, Abilities and Experience:</b>	<ul style="list-style-type: none"> <li>• Proven experience in local government development control</li> <li>• Proven experience of time management and task prioritisation to meet deadlines and the ability to work independently</li> <li>• Good communication skills, verbal and written skills</li> <li>• Ability to work as part of a team</li> <li>• Competent in using a range of technology and software packages, including Microsoft and Google</li> </ul>		
<b>Desirable Requirements Qualifications, Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Planning or related degree or working towards</li> <li>• Eligibility for full Membership of the RTPI.</li> <li>• Experience of giving evidence as an expert witness</li> <li>• A working knowledge of Town and Country Planning Legislation</li> <li>• Willingness to work flexibly and to undertake additional tasks and responsibilities</li> </ul>		
<b>General Accountabilities:</b>	<ul style="list-style-type: none"> <li>• The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment.</li> <li>• Safeguarding – The Council/Publica is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities.</li> <li>• Work in compliance with the Codes of Conduct, Regulations and policies of the council.</li> <li>• To support the response to a major incident, including taking up a designated role within the emergency management framework</li> </ul>		
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>• You will be expected to work reasonable additional hours in line with the needs of the service.</li> <li>• There may be a requirement to work at other locations to meet the need of the business.</li> <li>• Full UK Driving Licence.</li> <li>• Ability to travel / access to a vehicle for work purposes.</li> </ul>		
<b>Date Reviewed:</b>	24 <sup>th</sup> April 2025	<b>Reviewed By:</b>	Clive Reynolds
<b>Checked by HRBP</b>		<b>Date of issue:</b>	