

Role Description and Employee Specification

Job Title:	Senior Planning Officer	Location:	Coleford
Department:	Communities and Place	Service:	Development Management
Reports to:	Principle Planning Officer	Working Hours:	37
Salary:	£41,424 - £44,624	Peer Group:	PGI-8
Business World Post Number:		Job Group:	Level 2 Specialist
Contract Type:	Permanent	Direct Reports:	Emma Hughes

Overall purpose of the Post:	Be an experienced and enthusiast planner to play a key role in delivering the Development Management functions of the Planning section. The post holder will handle a case load of major and challenging planning applications and pre-application enquiries. Provide technical expertise, advice and direction to internal and external customers when solving problems or managing risks Apply a high level of expert knowledge within a technical area of expertise and manage sensitive, open ended and complex case or project-based work
Key Tasks and Responsibilities:	• Use detailed, technical knowledge within the subject matter to objectively analyse situations and make decisions that meet the needs of all stakeholders with limited guidance and direction • To be a case officer processing major and complex planning applications, including writing reports and presenting cases at Planning Committee. • Researching and giving advice on planning matters to customers. • Preparing and presenting evidence as an expert witness at appeals. • Mentoring and advising less experienced members of the team • Working in a multi-disciplinary team on technical cases and projects to a highly efficient and effective standard • Be responsible for small projects or input into large projects • Maintain a detailed understanding of appropriate legislation, policy, procedure and guidelines and make informed assessments, advise stakeholders and take action • Ability to interpret and find solutions to ambiguous and partial information • Play an integral role in innovating products and continuously improving services • Act as a lead technical advisor within the relevant service area

	• Mentor and train colleagues • Carry out duties with discretion, integrity and maintain confidentiality • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes • Ensure that issues and problems are effectively mitigated and solutions developed which meet customer needs • Ensure all relevant customer and company information is captured and recorded accurately • Understand and demonstrate commitment in delivering the key performance indicators within the function The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	• A qualification in planning, equivalent to a degree or relevant experience of five years • GCSE Maths and English or equivalent to grade C/4 or higher • Experience of working flexibly as part of a team and collaborating with colleagues and stakeholders • Experience of being involved in continuously improving services and developing products to meet customer need • Ability to remain calm and confident when dealing with challenging customers and environments • Ability to resolve complex issues by negotiation • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes • Demonstrate commitment and resilience to succeed • Ability to work independently under pressure and within tight deadlines • Excellent written and verbal communication skills • Competent in using a range of technology and software packages, including Microsoft •
Desirable Requirements Qualifications, Skills and Abilities:	• Working towards full membership or professional accreditation with a relevant professional body • Knowledge, understanding or experience of project management
General Accountabilities:	• 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. • Work in compliance with the Codes of Conduct, Regulations and policies of the council. • To actively support the Council to reduce its carbon emissions and deliver climate resilient services and place
Special Conditions:	• You will be expected to work reasonable additional hours in line with the needs of the service. • There may be a requirement to work at other locations to meet the needs of the business. • Full UK Driving Licence.

	Access to a vehicle for work purposes.		
Date Reviewed:	21 st October 2025	Reviewed By:	Clive Reynolds
Checked by HRBP		Date of Issue:	