



# Job Description

Planning Development Management Team

Senior Planning Officer

<b>Position Title</b>	Senior Planning Officer
<b>Service Area</b>	Planning and Economy
<b>Team</b>	Planning Development Management
<b>Band</b>	H
<b>Reports to</b>	Principal Planning Officer / Team Leader Corporate Manager – Planning Development Management
<b>Responsible for</b>	n/a
<b>Financial Accountability</b>	N/A

Brentwood Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

## **MAIN PURPOSE**

The main purpose of this role is to assess planning applications against established planning principles, national planning policy and the Council's adopted local plan, plus other material considerations. The role is a key part of the Council's fair, efficient and quality Planning Development Management service. The person will ensure that all necessary procedures are followed and service targets are met.

To fulfil this role within the framework of Planning Services objectives, the Council's corporate objectives and policies and any legal requirements.

## **GENERIC/CORPORATE DUTIES**

1. Play a part in the leadership of the team as it contributes to the delivery of corporate objectives, seeking opportunities to develop and implement more efficient and effective ways of working.
2. Ensure that your own training and development needs are met, leading by example by encouraging continuing professional development and managing a multi-disciplinary professional workload.
3. Keep abreast of legislation and government advice and making the necessary changes to practice and procedures.
4. Keep abreast of the Council's policies and procedures.

5. Take part in regular one-to-one, team meetings and individual performance reviews. Identify and respond to training needs and comply with relevant policies and procedures such as equal opportunities, diversity, and sickness reporting, discipline and grievance procedures.
6. Advise members and officers of the Council at formal meetings as required.
7. Assist in the monitoring and evaluation of service provision, whilst seeking national best practice or innovation that will ensure provision meets the changing needs of customers. Actively seek opportunities to improve services directly or through partnership including commercial agreements.
8. Comply with the Rules of Procedure and undertake those functions identified in the responsibility for Functions (e.g. the scheme of Delegation to Officer) as may be determined from time by the Council.
9. Help to ensure that all hazards are identified and managed to an acceptable level and all relevant documentation is completed. Demonstrate commitment to Health and Safety through leading by example.
10. Help to ensure that all data and sensitive information collected by the service meets the requirements set out in the Council's policies and procedures meeting the legislative requirements of the current Data Protection legislation applicable
11. Undertake all the duties within the framework of Equality, Diversity and Inclusion.
12. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".

## **SERVICE SPECIFIC DUTIES**

13. Ensure that all service procedures are followed and targets are met, reporting to Principal Planner and/or Corporate Manager – Planning Development Management.
14. Manage a caseload of applications, including some more complex major schemes from pre-application to recommendation (with site visits and/or site meetings when needed), with an account management approach that provides quality customer service to applicants and drives economic growth in the borough.
15. Assist the Principal Planner, Team Leader and Corporate Manager with authorisation / sign-off of decision notices as part of the Council's delegation processes for planning applications, as part of personal development.

16. Promote successful partnership working with a variety of stakeholders, both internal and external, contributing to innovative solutions that will empower communities and encourage value for money through co-operative approaches.
17. Engage with and build positive relationships with customers/applicants to ensure that their requirements are at the centre of the design and delivery of the service, achieving high levels of customer satisfaction.
18. Assist and lead arbitration, complaints or urgent troubleshooting on individual planning applications, including mediation.
19. Attend and present at member briefings, member site visits and other Council meetings as required, in addition to committees (these may sometimes be out of usual office hours).
20. Prepare committee reports and attend the Council's Planning and Licensing Committee when required, including presentation of schemes to the committee and in advance at briefing sessions.
21. Lead on the liaison required with legal partners for the successful preparation and sign-off of Unilateral Undertakings and S016 agreements, that assist in meeting service objectives to deliver quality development that appropriately mitigates impacts.
22. Prepare appeal statements, including public enquiry hearings, cost applications and witness statements where required, leading on behalf of the Council through the appeals process and managing input from partners, such as legal and technical support.
23. Manage the use of Planning Performance Agreements, including set-up, invoicing and project management of agreed milestones through effective customer relationships with applicants.

## PERSON SPECIFICATION

<b>Position Title:</b>	Principal Planning Officer	<b>Date Prepared:</b>	April 2026
<b>Service</b>	Planning and Economy	<b>Band:</b>	H
<b>AF= Application Form</b>		<b>I = Interview</b>	
<b>T= Test</b>			

	REQUIREMENTS	Essential	Desirable	Assessed
<b>1.</b>	<b>EXPERIENCE AND KNOWLEDGE</b>			
1.1	Demonstrable experience working in and/or with local government, with detailed working knowledge and experience of local planning authority functions, operations and responsibilities	✓		AF/I/T
1.2	Planning Development Management experience of dealing with applications	✓		AF/I/T
1.3	Experience in the delivery of customer facing services, programmes and projects to successfully achieve a good service and meet corporate objectives	✓		AF/I/T
1.4	Experience working with Council Members, corporately with senior leaders and management, and externally with other delivery partners and/or customers		✓	AF/I/T
1.5	Experience of community involvement and facilitation	✓		AF/I/T
1.6	Experience of interpreting information, with a flexible and creative problem-solving approach. Making rational, realistic and sound decisions	✓		AF/I/T
<b>2.</b>	<b>SKILLS AND ABILITIES</b>			
2.1	Articulate and able to communicate reasoned arguments and analyse complex issues effectively both in writing and verbally to a wide variety of people, groups and organisations	✓		I/T
2.2	Excellent communication skills, including highly developed multimedia, oral, written and presentation skills	✓		I/T
2.3	Ability to work under pressure and achieve deadlines	✓		I/T
2.4	Sound working knowledge of Microsoft Office applications and Planning Development Management related software	✓		I/T
2.5	Ability to manage and/or mentor less experienced staff		✓	I/T
2.6	Ability to manage a diverse workload	✓		I/T
2.7	Ability to implement strategy and improvement plans	✓		I/T

	<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
2.8	Excellent interpersonal skills.	✓		I/T
<b>3.</b>	<b>EDUCATION AND TRAINING</b>			
3.1	Town Planning Degree, or other relevant qualification, or equivalent level of experience	✓		<b>AF/I/T</b>
3.2	Full member of the Royal Town Planning Institute (RTPI) or evidence of working towards this	✓		<b>AF/I/T</b>
3.3	Evidence of CPD	✓		<b>AF/I/T</b>