

JOB DESCRIPTION

Job title:	Development Management Officer
Directorate:	Planning
Grade:	2/3 (Grade 2 role)

JOB CONTEXT / DIMENSIONS / RELATIONSHIPS:

Reports to: Area DM Lead
Manages: None
Liaison with: All relevant stakeholders, internal and external

JOB PURPOSE:

- Assist with processing planning applications which are within the Development Management area, acting as a case officer for a range of householder applications and occasionally applications for business or agricultural development.
- Ensure statutory time limits and service requirements are adhered to and met
- Maintain the provision of a consistent high level of customer service

KEY ACCOUNTABILITIES:

- Under supervision process simple pre-application enquiries, enquiries as to whether planning permission is required and planning applications (commensurate with qualifications and experience)
- Draft reports and recommendations on individual pre-application enquiries and applications under supervision
- Assist in the preparation of planning appeal statements
- Support the team in the provision of advice (such as design guidance and development briefs) where development management input is required
- Develop a clear, effective and timely approach to negotiations on all planning matters from a development management perspective
- Other duties requested by the SDNPA in line with the grading of this post.

CORPORATE RESPONSIBILITIES

Maintain awareness of and compliance with the ethical, legal and policy framework within which the organisation operates including, but not limited to:

- Authority Purposes and Duty
- Performance Development Review Scheme
- National Park Circular 2010 and any subsequent updates
- Data Protection requirements including General Data Protection Regulations (GDPR)
- Freedom of Information Act
- Officers Code of Conduct
- Member/Officer Protocol
- Health and Safety Policies and Procedures
- Equality and Diversity Policy
- Information Technology User Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role

This is a career grade post and subject to the progression gateways as shown:

Development Management Officer – Career Grade 2/3

Grade 2 – entry level

- Degree level education in relevant subject (geography, planning etc.) but previous planning experience not required
- Commitment to working towards RTPI
- Progression within the grade dependent upon:
 - Consistently meeting performance/PDR targets
 - Successful progress through RTPI programme

Grade 3 – competent practitioner

- At least 18 months working in the planning directorate of the SDNPA or similar organisation
- Working towards RTPI full membership accreditation having successfully completed professional studies.
- Progression within the grade dependent upon:
 - Consistently meeting performance/PDR targets
 - Acting as case officer for a significant number of applications
 - Preparation of appeal statements
 - Presentation to Planning Committee on designated cases
 - Successful progress through the RTPI programme

Recruitment and Appointment:

- ***Applicants must have at least 2 years DM experience to be appointed to Grade 3***
- ***Applicants must have completed relevant professional studies and be working towards RTPI full membership accreditation to be appointed to Grade 3.***
- ***Applicants will only be appointed to the maximum 50% level of Grade 3.***