

Role Profile

Part A - Grade & Structure Information

Job Family Code	7RT	Role Title	Planning Officer (Level 1)
Grade	PS7	Reports to (role title)	Planning Development Management Team Leader /Minerals and Waste Policy Team Leader / Spatial Planning & Policy Team Manager
		Directorate/School	Environment, Transport and Infrastructure
JE Band	228-268	Service / Department	Planning Group
		Date Role Profile was created	Jul-22

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>Support the planning service in ensuring the county council meets its statutory duty in delivering its statutory development management planning functions, minerals and waste development plan preparation, engaging with districts and boroughs and other bodies in local plan preparation and responding to consultations on local plans and assisting partnership working to fund and deliver infrastructure to support planned development and economic growth.</p> <p>Under the guidance of the team provide internal advice and support senior officers at meetings with applicants, other councils and statutory bodies. Support team when making recommendations on proposals including assisting with writing reports for presenting to Committee.</p>
Work Context	<p>Surrey faces huge challenges to accommodate economic growth in a sustainable way in the context of a densely populated and diverse and valuable natural environment.</p> <p>The postholder will work flexibly across the three planning teams comprising planning policy, development management and spatial planning. This will require working effectively with colleagues both within the county council and also helping to build effective external officer and political relationships with Surrey's districts and boroughs, London's authorities and other stakeholders. The post holder may also be expected to contribute to other work areas, in particular aviation matters and Development Consent Orders for Nationally Significant Infrastructure Projects.</p>
Line management responsibility if applicable	None
Budget responsibility if applicable	None
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Planning & Organising</p> <ul style="list-style-type: none"> Plan and prioritise own work activities for the weeks ahead, to ensure operational efficiency. Respond effectively to changing demands, adjusting priorities as needed. <p>Policy and Compliance</p> <ul style="list-style-type: none"> Assist with work in a relevant technical or regulatory area in order that statutory and policy compliance is maintained. <p>People & partnerships</p> <ul style="list-style-type: none"> Respond to and resolve enquiries and problems, judging when to pass on complex queries or involve others, to provide an effective service and clear advice to colleagues and customers. Guide and/or supervise junior staff in their duties to facilitate their development and ensure service quality standards are maintained. Communicate and liaise with service users and/or external contacts, representing the team/service as required. <p>Resources</p> <ul style="list-style-type: none"> May assist in the management of a small budget or recovery of income. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> Collate data, prepare reports/statistics to meet statutory/management information requirements. Recommend improvements and support implementation to systems, processes and procedures, ensuring best practice is shared across the team.

	<ul style="list-style-type: none"> • Support, coordinate and undertake research into a variety of projects in the defined area of activity to support achievement of team's objectives. <p>Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: Responsible for ensuring health and safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area. To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Educated to A level, HNC or equivalent, or able to evidence ability at an equivalent level, and/or relevant vocational qualification (level 3/4 QCF). • Knowledge of relevant technical area including, where appropriate, relevant practical skills. • For some roles a relevant degree may be required. • Good IT skills, including MS Office and database management systems. • Good written and oral communication skills with the ability to build sound relationships with customers and explain technical issues to non technical people. • Ability to prepare and present reports in a logical and digestible format. • High level administrative, analytical and organisational skills. • Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative. • A methodical approach to information gathering, recording and reporting. • Typically previous work experience in a relevant environment.
Details of the specific qualifications and/or experience if required for the role in line with the above description	A degree in a relevant subject such as geography, environmental science, urban design, sustainability or geology.
Role Summary	Roles at this level typically provide specialist support services. Many will possess technical rather than professional expertise in the main disciplines. There will be minimal day-to-day supervision, but clear guidance will be available. The roles will plan for the weeks ahead and prioritise to accommodate non standard work. They often require understanding of complex procedures and support systems, and the ability to allocate workload and react to changing priorities. Although most work will follow established patterns, initiative is needed to handle processes and resolve problems and queries based on experience and judgement, mainly without reference to others. These roles may work alone instead of as part of a team, or the system or process used may require more specialist knowledge or experience. Graduate trainees start at this level.
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