

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	9RT	<b>Role Title</b>	Planning Officer
<b>Grade</b>	PS9	<b>Reports to (role title)</b>	Planning Development Management Team Leader / Minerals and Waste Policy Team Leader / Spatial Planning & Policy Team Manager
		<b>Directorate/School</b>	Environment, Transport and Infrastructure
<b>JE Band</b>	314-370	<b>Service / Department</b>	Planning Group
		<b>Date Role Profile was created</b>	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.

<b>Role Purpose</b> including key outputs	<p>Play an active role in the delivery of the planning service to ensure the county council meets its 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. Respond to consultations on local plans and assist partnership working to fund and deliver infrastructure to support planned development and economic growth.</p> <p>Work independently to provide internal advice and support senior officers at meetings with applicants, other councils and statutory bodies. Manage own workload and be prepared to take on complex casework. Lead on making recommendations on proposals including writing reports and presenting proposals to Committee.</p>
<b>Work Context</b>	<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>
<b>Line management responsibility</b> if applicable	None
<b>Budget responsibility</b> if applicable	None

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• Deliver projects and/or audits within a defined area of work as directed to input to relevant strategies and contribute to the delivery of directorate objectives.</li> </ul> <p>Policy and Compliance</p> <ul style="list-style-type: none"> <li>• Input as required to the development of strategies and policies.</li> <li>• Provide guidance and support to stakeholders as required to ensure policy and specification compliance.</li> </ul> <p>People &amp; partnerships</p> <ul style="list-style-type: none"> <li>• Deliver high quality technical advice/ services engaging a range of stakeholders.</li> <li>• Liaise, communicate and build relationships with other departments, customers, partner organisations, agencies and/or contractors to engage and consult on plans or projects as appropriate.</li> <li>• May manage a team to deliver standardised processes and ensure all officers are appropriately supervised, managed and trained.</li> </ul> <p>Resources</p> <ul style="list-style-type: none"> <li>• Ensure that work and projects are delivered within agreed resources and assist with budget/resource management in accordance with organisational policies and procedures.</li> <li>• May have delegated responsibility for a budget(s).</li> </ul> <p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Assess data and conduct analysis in a technical area, presenting results and putting forward recommendations to support decision making.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Appropriate technical qualification at Degree, HND or HNC level.</li> <li>• May require a specialist technical qualification or membership of an appropriate professional institution.</li> <li>• Sound understanding of subject matter, legislation, principles and practices relevant to the technical area.</li> <li>• Ability to apply project management principles and techniques to manage a range of projects through to completion.</li> <li>• Practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.</li> <li>• Ability to work on own initiative, with solution focused problem solving skills.</li> <li>• Proven written and oral communication with the ability to engage and work in collaboration with others.</li> <li>• Comprehensive knowledge of computerised business systems.</li> </ul>
<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<p>A Planning degree and MRTPI or be willing to work towards chartered membership of the RTPI</p> <p>Significant experience of working in a Planning office work environment.</p>
<p><b>Role Summary</b></p>	<p>Roles at this level are technical specialists professionally qualified in their specialist area. They will provide technical and regulatory guidance and advice to a range of stakeholders in order to assess and mitigate risk and monitor and ensure compliance with relevant requirements. They will have a fair degree of autonomy and work closely with a range of technical and non technical stakeholders. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>
<p><b>Reference Number</b></p>	<p>BM-2022-523A</p>