

Role Profile

Part A - Grade & Structure Information

Job Family Code	8RT	Role Title	Planning Officer (Level 2)
Grade	PS8	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	269-313	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>Contribute to the efficient running of 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>Work collaboratively with the team to provide internal advice and support senior officers at meetings with applicants, other councils and statutory bodies. Contribute to making recommendations on proposals including writing reports and presenting proposals to Committee alongside senior team members.</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

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Undertake and coordinate projects, feasibility studies and reviews in a defined area of activity to support and enhance service delivery. • Provide a range of specialist services advising and assisting customers in area of expertise, to maximise service quality, efficiency and continuity. • Plan and prioritise own work activities for the months 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"> • Ensure personal and where appropriate team compliance with established protocols, procedures and practices. • Audit and monitor compliance of 3 parties with organisational requirements. <p>People & partnerships</p> <ul style="list-style-type: none"> • May manage staff, or supervise the work of others, allocating and prioritising work and managing performance to secure efficient service delivery. • Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered. <p>Resources</p> <ul style="list-style-type: none"> • May be required to maintain specialist equipment, systems and software (or maintain knowledge of these in some roles) • May manage or assist with budget/resource management in accordance with the organisation's policies and procedures. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Collate, store, record and analyse relevant data producing high quality reports, controlling data quality and integrity and recommending actions as appropriate. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & 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>
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Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Educated to 'A' level, HND standard, or equivalent or able to evidence ability at an equivalent level. • May require a qualification relevant to the specific nature of the role. • Knowledge of relevant legislation, practices and policies applicable to specialist area. • For some roles a relevant degree may be required. • Excellent IT skills, including MS Office and database management systems. • Ability to undertake technical work relevant to the role. • Excellent written and oral communication skills with the ability to build sound relationships with customers. • Ability to apply specialist knowledge to respond to complex enquires from a range of stakeholders. • Previous experience processing, analysing and reporting data. • Previous practical experience in a relevant field. • Ability to manage a range of projects through to completion. • Effective interpersonal, influencing and negotiation skills. • Experience of leading a team (where appropriate).
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>A planning degree or degree in a relevant subject such as geography, environmental science, urban design, sustainability or geology. Have, or be willing to work towards, chartered membership of the RTPI.</p> <p>Experience of working in a planning or related office work environment.</p>
Role Summary	<p>Roles at this level may manage a straightforward operational activity or small team or provide specialist support services or they are at a graduate level of a professional discipline. They have in-depth knowledge of methods, systems and procedures and possess practical understanding in one or more technical or specialist disciplines. A thorough knowledge of their own area or discipline is required although overall supervision from a more experienced professional is available. They work collaboratively with customers, staff, partner organisations, agencies and/or contractors and play a major role in maintaining quality standards and/or engaging in project management.</p>
Reference Number	<p style="text-align: center;">BM-2022-523B</p>