

## PLANNING AND RURAL DEVELOPMENT DIRECTORATE

### **PLANNING OFFICER (DEVELOPMENT MANAGEMENT)** **(Fixed Term 2 year, Full-time (37.5 hours/week), Band D)**

Based in Grantown-on-Spey

#### **Purpose**

To undertake development management casework in relation to planning applications, pre-application advice, appeals, monitoring and enforcement as part of the CNPA's Planning Service.

#### **Responsibilities**

Under the line management of the Planning Manager (Development Management) the post helps to deliver the CNPA's Planning Service. Key responsibilities include:

- Undertake the assessment of allocated planning applications against the National Park's policy framework, including effective communication and negotiation with participants in the process;
- Provide pre-application advice on allocated cases, collating internal specialist advice as part of the process.
- Support the monitoring and enforcement function of the National Park Authority;
- Undertake the preparation of the National Park Authority's weekly "Call-In" reports as required;
- Apply the processes and procedures required to deliver the development management, monitoring and planning enforcement functions of the CNPA's Planning Service and its service standards or targets;
- Use the CNPA's electronic development management casework handling systems (IDOX Uni-Form and DMS) to manage, process and monitor casework;
- Prepare and present clear written and oral reports on planning casework and any allocated consultations to Planning Committee;
- Handle written planning appeals and, represent the National Park Authority at hearings and Public Local Inquiries, arising from decisions made by the National Park Authority, or in support of a Local Authority;
- Build effective working relationships with staff in the CNPA, Local Authorities, agencies and other stakeholders to ensure efficient delivery of services.
- Contribute to the delivery of the Service Unit Plan and prioritised service improvements;

#### **General**

- Undertake other tasks and duties as may be required by the Head of Planning or Planning Managers, including contribution to the development of the Local Plan and associated planning advice or guidance;
- Contribute positively to the work of the Planning and Rural Development Directorate and to the quality of service to the public through a positive and professional approach to all aspects of the job.

## **Person Specification - Knowledge, experience and training**

### **ESSENTIAL**

- A recognised degree in Town Planning or closely related subject area;
- A full member of the Royal Town Planning Institute or eligible for full membership;
- Experience of development management in the context of a planning authority, ideally in the Scottish planning system, including the processing and project management of complex planning applications, planning appeals and presenting to Planning Committees;
- Excellent communication skills – experience of and ability to give clear oral and visual presentations to Planning Committee and to write concise and accurate planning reports in plain English;
- Excellent time and workload management skills and ability to meet tight deadlines
- Up to date knowledge of Scottish planning legislation, regulations, policies and current practice;
- Understanding of living and working in rural areas and the relationship between land use planning and wider rural issues;
- Experience of using E-planning systems, IDOX Uni-Form and Document Management Systems (or equivalent system) to process planning casework;
- IT skills – word processing, spread sheets and Eplanning software;
- Full UK driving licence or access to driver if disability prevents driving.

### **DESIRABLE**

- A secondary qualification relevant to the post, e.g. surveying; architecture, urban design, landscape architecture, ecology or economics;
- Experience of the planning system from the private or NGO sector;

**August 2018**