

EBBSFLEET DEVELOPMENT CORPORATION

Job Description

Job Title: Senior Planning Officer (Local Planning Authority)

Salary: c.£50,000 depending on qualifications and experience

Contract Type and Working Pattern:

Permanent, Full-Time

Closing Date: Monday 24 February (12 midday)

Interviews: Tuesday 11 March – to take place in Ebbsfleet

Applications:

To apply please first read the Candidate Pack on the Ebbsfleet Development Corporation website that sets out the requirements for applications.

Your application **must** include your CV and also a cover letter (maximum three sides) that explains how you meet the Essential Criteria for the role.

Role Purpose:

To contribute to the work of the Corporation in fulfilling its statutory role as Local Planning Authority (Development Management) the Senior Planning Officer will manage a varied case load, including major planning applications, associated with the delivery of strategic development sites.

The successful candidate will contribute directly to planning decisions to support delivery of Ebbsfleet Garden City, build new communities and help shape the future of Ebbsfleet. Working at the Development Corporation provides a fantastic opportunity for anyone who is keen to learn and develop as a planning professional working on large-scale sites with a range of landowners and developers. The EDC Planning Team work closely with a range of partners throughout the lifetime of a development to support the delivery of high-quality schemes. The role will suit someone who has a good understanding of the planning process including experience of working on major planning applications and who has a passion to be part of this unique experience to deliver a new benchmark for 21st century development.

Reporting Arrangements:

The post-holder will report to a Senior Planning Manager within the Planning Team in the Planning and Place Directorate.

Main Accountabilities and Responsibilities

The post holder will be required to:

- Effectively and efficiently deal with a range of development proposals, including a range of major planning applications, providing pre-application advice and dealing with any post decision/delivery matters.
- Engage with developers, statutory consultees and stakeholders to negotiate effectively on behalf of the EDC to ensure the delivery of high-quality development.
- Evaluate and make sound recommendations on the planning merits of development proposals by producing robust delegated and committee reports and presenting applications at planning committee where required.
- Determine planning applications in accordance with statutory timescales or a planning performance agreement.
- Provide advice and information on planning issues to residents, businesses and stakeholders.
- Provide support with site monitoring and planning compliance matters.
- Carry out planning enforcement work as required, including writing reports, working alongside legal advisors to draft notices, presenting and preparing evidence for planning and enforcement appeals and giving oral evidence at hearings/inquiries.
- Support the Director of Planning & Place/Head of Development Management on any engagement with the plan-making authorities associated with the production and consultation of development plan documents.
- Ensure effective liaison with other functions within the Ebbsfleet Development Corporation, local councils and external agencies as appropriate.
- Attend public meetings, site visits, inspections and exhibitions which may take place outside of normal working hours.
- Support the continuous improvement in the delivery of services provided by the Corporation's Planning Service.
- Take reasonable care of own safety and to co-operate with managers/supervisors in complying with statutory health & safety duties; and
- Such other non-recurring duties appropriate to the post as may be directed.

Person Specification

Essential Criteria:

- A minimum of 3 years Town Planning experience, including Chartered Membership of the RTPI or equivalent (or the ability to apply for membership).
- Excellent written and oral communication skills suitable to present technical issues to Planning Committee members, the public and representatives from a range of different professional backgrounds.
- Experience of managing planning applications and related legal agreements.
- Decisive, effective and creative evidence-based decision-making with a focus on positive outcomes.
- Sound project planning skills.
- Good working knowledge and experience in the use and development of I.T. software, systems and organisation.
- Knowledge and experience of local planning authority and / or private sector processes and procedures.

- Experience of working with developers/landowners to advance opportunities through advice, recommendations and negotiation; and
- Excellent customer service skills with experience of dealing with members of the public and a wide range of stakeholders.

Desirable Criteria:

- Additional specialist related professional qualification.
- Knowledge of Environmental Impact Assessment processes and procedures.

Other Information

This post will be based at the Ebbsfleet Development Corporation's offices in the Observatory, Castle Hill. It will involve some occasional travel.

We currently operate a hybrid working arrangement whereby staff mix working from home and the office. Staff are required to work a minimum of 40% of their time from the Ebbsfleet Development Corporation office.