ORKNEY ISLANDS COUNCIL

Planner - Development Management

Council Offices, School Place, Kirkwall

At a glance:
Grade: H-J (Career Grade)
Salary: As per advert
Allowances:

- Distant Islands Allowance

Job Purpose:
To deliver professional planning service duties within the Development Management team including maintaining high quality performance in providing pre-application advice, processing applications and reporting to Committee in accordance with national and Orkney Islands Council policies and procedures

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities (Career Grade Levels 1 and 2)

Career grade level 1 –Appointment at career grade level 1 will require a qualification at SCQF 9 **Student membership of the Royal Town Planning Institute.**

Career grade level 2 - Progression to or appointment on career grade level 2 will require a qualification at SCQF 9, a **minimum 2 years practice experience and licentiate or chartered Membership of the Royal Town Planning Institute (or transferable equivalent of licentiate or MRTPI).**

Processing of planning (and related) applications, including pre-application discussions, negotiating with applicants as required and undertaking requisite consultations and site visits.
Determining planning applications and providing recommendations on planning applications in planning handling reports and committee reports.
Assessing proposals for development require planning permission including provision of formal pre-application advice.
Ensuring that planning applications are processed in the shortest possible time, in accordance with performance targets.
Operating computer systems maintaining an awareness of developments in new technology and identifying applications relevant to the work of the service.
Maintaining a current knowledge of planning legislation, procedures, guidance and other legislation relevant to planning.
Preparing submissions for local review body and planning appeals.
Respond to enquiries by the public, internal Services and external agencies, including close liaison with Development and Marine Planning as required.
Contributing to the development and implementation of development plans and planning projects.
Maintaining knowledge of and considering the practical implications of emerging national and local policies.
Contributing to the management of change within the service and the development of new initiatives.
To attend and contribute to public meetings and consultation events where relevant to case-work.
Prepare committee reports as required.
Act lawfully and in accordance with current policy and procedure for Orkney Islands Council.

Additional Duties and Responsibilities (Career Grade Level 3)

Progression to or appointment on career grade level 3 will require a qualification at SCQF 9**, and a minimum of 5 years practice experience and Chartered Membership of the Royal Town Planning Institute (or transferable equivalent MRTPI) with the following additional responsibilities:**

Responsibility for the development and implementation of development management policy and projects.
Responsibility for more complex planning applications and case load.
Attend and present reports, make recommendations to the relevant committee, to the relevant committee.
To organise and participate in public meetings (which may include making public presentations) and other forms of community engagement including representing the Council at working groups and Committees both in the Council and externally.
Prepare planning appeal statements and represent the Council at Public Inquiries, Hearings or at court. Also respond as required to any request to attend or inform the Local Review Board.
Investigate, assess, and make recommendations about planning control and all associated legal processes including, where required, providing evidence at court or at inquiry or hearing or by written submissions and oversee any associated enforcement action such as direct action as required in liaison with the Planning Control Officer.
Support the Team Manager in Providing mentoring support to junior and technical staff including support to caseload management and validation process delivery and reporting.

Responsibilities for All (Career Grades 1 – 3)

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

The minimum knowledge required for appointment at or progression to the relevant career grade is as follows:

Career Grade Level 1: (both criteria must be met)

- Holding a qualification at SCQF 9 i.e. SVQ4, HND, relevant General Degree, Higher Apprenticeship, Technical Apprenticeship
- Student membership of the RTPI

Career Grade Level 2: (all criteria must be met)

- Holding a qualification at SCQF 9 i.e. SVQ4, HND, relevant General Degree, Higher Apprenticeship, Technical Apprenticeship
- A minimum 2 years relevant practice experience
- Licentiate or Chartered Membership of the Royal Town Planning Institute (or transferrable equivalent)

Career Grade Level 3: (all criteria must be met)

- Holding a qualification at SCQF 9 i.e. SVQ4, HND, relevant General Degree, Higher Apprenticeship, Technical Apprenticeship
- A minimum 5 years relevant practice experience
- Chartered Membership of the Royal Town Planning Institute (or transferrable equivalent)

Must have for all Career Grades 1 – 3

Ability to demonstrate knowledge and experience of planning application case-load delivery including Environmental Impact Assessment, Habitats Regulation Appraisal and other statutory processes.
Previous experience of customer engagement, public presentation and committee reporting
Ability to demonstrate an understanding of policy, local government working and responsibilities and political issues and their application.

Requirements of the Role

Disclosure/PVG:	Level 1	Convictions to Declare:	Current
Politically Restricted Post:	Yes	Sponsorship:	No
Work Additional Hours:	Yes	Term Time Post:	No