



Job Description

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St. Helens Council

Post:	Planning Officer (Development Control)
Department:	Place Services
Grade:	SCP 32-34
Responsible to:	Team Leader (Development Control)
Purpose of the Post:	To assist the Development Control Manager in the development, implementation and provision of the Development Control Services
Post Requirements:	Relevant experience

Duties and Responsibilities:

1. To provide planning information and deal with complex general correspondence and enquiries from members of the public, elected members, outside organizations and other professionals commensurate with experience in relation major, significant, complex and politically sensitive development proposals.
2. To undertake site visits, appraisals and surveys.
3. To deal with major, significant, complex and politically sensitive planning and related application within agreed timescales and commensurate with experience.
4. To advise the public, elected members, outside organizations and other professionals on planning policy, development and design matters.
5. To give evidence at planning inquiries and deal with a full range of planning appeals commensurate with experience.
6. To represent Development Control on Corporate Working Groups.
7. To represent the Council on Inter-Authority Working Groups.
8. To provide assistance and advice to the Planning Enforcement Team.

To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.



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To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.

To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.

To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.

To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.

To comply with the Council's Information Management Framework (including Data Protection Policy, Code of Practice and Social Media Policy) and ensure it is implemented within the service area and amongst employees within the remit of the post.

This post is not subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date Prepared: March 2017

Date reviewed:

Date updated: Jan 2018