

Job Profile Information: Junior Planning Officer

This supplementary information for Junior Planning Officer is for guidance and must be used in conjunction with the Job Capsule for Job Zone ...1..... Level...3..... Camden Way Category ...2/3.....

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

To ensure the provision of a responsive, high performing and high quality Development Management Service taking personal responsibility for dealing with planning applications, pre applications and appeals as required.

Example outcomes or objectives that this role will deliver:

- The post-holder will take responsibility for effective negotiation, stakeholder involvement and conflict resolution to ensure high quality and innovative outcomes that reflect Council wide objectives and policies.
- To ensure all Development Management decisions comply with relevant legislation, statutory and other Council plans, policies and guidelines and that these decisions can be effectively defended in planning appeals as necessary
- To seek to ensure that all reports, correspondence, written and telephone enquiries and complaints are dealt with within target response times and that quality and content meet required standards
- You'll possess a thorough understanding of the nature and financial effects of the planning process and its effects on people and their environment. To succeed you'll be customer focussed and take pride in delivering high quality services providing excellent customer care and lead on services areas or outcomes.

People Management Responsibilities:

N/A

Relationships:

Reports to an area Development Management team manager and Head of Development Management Service. Mainly working with planning agents, developers and applicants; with residents/amenity groups and elected members.

Work Environment:

Predominantly office based with external meetings and site visits. Willingness to work outside normal office hours desirable.

Technical Knowledge and Experience:

- Excellence in customer care and understanding of the role of local government in supporting residents through high quality services
- Degree level qualification and a diploma or post graduate qualification in Town Planning with eligibility for Membership of the Royal Town Planning Institute.
- Experience of working within Development Management in a local authority environment desirable.
- Ability to communicate effectively, verbally, in person and in writing
- Ability to work within a team to deliver effective services
- Understanding of current and draft planning legislation at local, London regional and national levels.

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways

- Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

Chart Structure