

CHICHESTER CITY COUNCIL

Job Description

Post Title: Planning Adviser

Salary Grade : £29,033 (SP 33-37)

Pro rata over 17 hours per week £13,339

Reporting to : The Town Clerk

Job Purpose

1. Generally to provide planning advice to the Planning and Conservation Committee and the Planning Delegation Sub-Committee of the City Council on planning applications and other planning matters affecting the City Council area.

Job Activities

1. To download planning applications received from Chichester District and West Sussex County Councils in electronic format for consultation purposes and prepare these for a PowerPoint presentation to the Planning Delegation Sub-Committee or the Planning and Conservation Committee.
2. To attend and advise the Planning Delegation Sub-Committee on a fortnightly or three weekly basis (as appropriate) during the working day and the Planning and Conservation Committee on a monthly basis in the evening.
3. To prepare a written report on each application describing the proposed development, assessing its planning merits and making a considered recommendation for both Committees.
4. To determine which matters should be forwarded to the Planning and Conservation Committee for determination (normally the more contentious and larger scale planning applications) and content, in consultation with the Chairman and whether external persons can make presentations.
5. To prepare a written report on other planning matters affecting the City for example the Local Plan, Neighbourhood Plans, Master Plans, Contraventions and Preliminary Enquiries) to the Planning and Conservation Committee.
6. To undertake site visits and take photographs in order to service the Planning Committees.
7. To assist in the preparation of Minutes of the Committees.
8. Liaise with the Chichester District Council Officers on planning matters.
9. Consider whether it is appropriate to engage in any appeal work in consultation with the Chairman.
10. Liaise and support other City Council Officers where necessary to achieve corporate objectives.
11. Deal with requests from Members and the public in a professional manner.
12. Perform such other tasks as may be required to fulfil the main purposes of the job.

Requirements of the Job

The Planning Advisor needs to be :

1. A qualified planner, architect or surveyor or hold an appropriate alternative qualification which is suitable for the post.
2. Experienced in assessing planning applications and dealing with other planning issues.
3. Experienced in making presentations to Committees and other bodies.
4. Capable of writing concise and meaningful reports on planning matters.
5. Capable of downloading, storing and representing electronic information and pictures from the internet and writing reports in Word.
6. Mobile and have a suitable means of transport for the purposes of undertaking site visits.

Notes

- The Planning and Conservation Committee meets on a monthly basis usually on a Wednesday at 5.30pm as set out in the Calendar of Meetings.
- The Planning Delegation Sub-Committee meets at 9.30am usually on a Wednesday on either a two or three week rota, or as otherwise arranged.
- By prior arrangements the Planning Advisor may be absent for up to two meetings of the Planning and Conservation Committee per year.
- The present contractual arrangement is for the part-time role to equate to 17 hours per week with a flexi-hours system to deal with fluctuations in workload.

January 2017