

Regeneration Property and Planning

**Career Grade Planning Officer covering Graduate
Planning Officer, Planning Officer and Senior Planning
Officer**

Job Description and Person Specification

January 2020

Job Description

Job Title:	Career Grade Planning Officer covering Graduate Planning Officer, Planning Officer and Senior Planning Officer
Department:	Regeneration Property and Planning
Function:	Planning and Building Control
Team:	Development Management
Grade:	Graduate Planning Officer LBR 6, Planning Officer LBR 10, Senior Planning Officer LBR 12
Hours/weeks:	36 hours / 52.14 weeks
Base location:	Lynton House
Reports to:	Development Management Manager, Lead Principal Planning Officer or other officers as may be allocated from time to time
Responsible for:	None
Mechanics of the Career Grade:	Progression within the career grades will be as set out in 'Operation of the Career Grade'.

<p>Role purpose and role dimensions:</p>	<ol style="list-style-type: none"> 1. To be responsible for a caseload of planning applications and to meet performance management and quality targets, the complexity of which will rise with progression through the career grade from simple to more complex proposals and projects. 2. To evaluate and make sound recommendations on planning applications, the complexity of which will rise with progression through the career grade from simple to more complex proposals and projects. 3. To defend the Council's decisions at appeal to the Planning Inspectorate, the complexity of which will rise with progression through the career grade from simple to more complex proposals and projects. 4. To provide timely and sound pre-application advice on a range of development proposals, the complexity of which will rise with progression through the career grade from simple to more complex proposals and projects. 5. Calculating CIL payments and, where required, negotiate financial and other contributions in planning obligations. 6. To provide timely and relevant advice in relation to planning applications to Council members, relevant Committees, Public Enquiries, public meetings and local people ensuring a high standard of customer service. 7. To contribute to the LPA's successful performance by achieving agreed individual and team performance indicators including daily performance targets. 8. To fully engage in and contribute to the LPA's ways of working to manage and maintain a low work in progress and excellent service delivery. 9. To contribute to the delivery of a successful fast track service. 10. To provide support and supervision to other members of staff and to make delegated decisions subject to position within the career grade. 11. To represent the Planning Service in Council wide projects to support and enable delivery of the borough's objectives. 12. To take an active role in income generation through the promotion and successful delivery of Pre-applications and Planning Performance Agreements to contribute to achieving a self-sufficient service.
<p>Key external contacts: <i>Organisations</i></p>	<p>Developers, agents, applicants, landowners, investors, relevant Government departments, including the Planning Inspectorate, the GLA, TfL and statutory undertakers, local residents/groups and businesses and more widely, all consultees involved in the development management processes covering statutory, non-statutory, critical stakeholders, stake holders, residents, community groups and so on.</p>
<p>Key internal contacts: <i>Job titles or groups of staff</i></p>	<p>Members, other planners in Policy and Enforcement and Building Control teams and officers in the Strategic Delivery Unit. Officers in other departments will include Highway and Transport officers, Housing and Property officers and Education.</p>
<p>Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i></p>	<p>None</p> <p>At Planning Officer level and above the additional responsibilities would apply:</p> <ul style="list-style-type: none"> • Budgetary responsibility in the form of supporting the Senior Development Management Manager. • Meeting income targets through income generation.
<p>Key areas for decision making:</p>	<p>Taking responsibility for Recommendations to Committee.</p>
<p>Other considerations: <i>E.g. working patterns</i></p>	<p>May require out of hours working for Committee/meetings with the public or members</p>

Key accountabilities and result areas:	Key elements:
<p>To be responsible for a caseload of planning applications and to meet performance management and quality targets, the complexity of which will rise with progression through the career grade from simple to more complex proposals and projects.</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Ensuring all relevant policies and other material considerations are taken into account in advising on and determining applications. ▪ Ensuring that applications are dealt with in a professional and timely manner, ensuring timescales are met. ▪ Making use of application of information technology to undertake duties and responsibilities of the post and to effectively manage the work. ▪ Ensuring all statutory and Council procedures are followed to engage local people and other stakeholders in planning proposals.
<p>To evaluate and make sound recommendations on planning applications, the complexity of which will rise with progression through the career grade from simple to more complex proposals and projects.</p> <p>Additional responsibility will include Planning officer: Senior Planning officer:</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Working with, and negotiating with, developers and their agents to achieve planning outcomes that meet with Council objectives and enhance the borough with high quality development. ▪ Working with Council colleagues on corporate development proposals, with a proactive approach to securing new homes and jobs, and supporting infrastructure. ▪ Keeping up to date on current legislation and professional practice and application of such knowledge to the work undertaken ▪ Presenting cases to Committee ▪ Managing major applications ▪ Managing large major and strategic scale applications
<p>To defend the Council's decisions at appeal to the Planning Inspectorate, the complexity of which will rise with progression through the career grade from simple to more complex proposals and projects.</p> <p>Additional responsibility will include From Planning officer:</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Writing appeal statements ▪ Representing the council at Hearings and Providing evidence at Inquiries and in Court and in written form.
<p>To provide timely and sound pre-application advice on a range of development proposals, the complexity of which will rise with progression through the career grade from simple to more complex proposals and projects.</p> <p>Additional responsibility will include From Planning officer: Senior Planning Officer:</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Ensuring that applications and pre-application work are dealt with in a professional and timely manner, ensuring timescales are met. ▪ Liaising with internal and external contacts to provide a comprehensive service. ▪ Promoting, developing and managing Planning Performance Agreements ▪ Representing the council at Pre-application meetings with the GLA

<p>To Calculating CIL payments and, where required, negotiate financial and other contributions in planning obligations. The complexity of which will rise with progression through the career grade from simple to more complex proposals and projects.</p> <p>Additional responsibility will include From Planning officer:</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Identifying relevant developments and calculating the correct CIL payments. ▪ Negotiating with developers to ensure appropriate mitigation is secured in accordance with the S106 SPD. ▪ Working closely with other areas of the council to identify necessary mitigation needed by other service areas e.g. highways, parks ▪ Securing the services of external viability consultants and scrutinising viability reports 																								
<p>To provide timely and relevant advice in relation to planning applications to Council members, relevant Committees, Public Enquiries, public meetings and local people ensuring a high standard of customer service.</p> <p>Additional responsibility will include From Planning officer level:</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ To respond to member enquiries through iCasework within agreed timescales ▪ To respond to complaints through iCasework within agreed timescales ▪ To represent the council at public events or forums ▪ Presenting recommendations on applications at planning committee ▪ To proactively ensure Members are kept informed of Strategic Scale proposals in their wards 																								
<p>To contribute to the LPA's successful performance by achieving agreed individual and team performance indicators including daily performance targets.</p>	<p>This will involve:</p> <table border="0"> <tr><td>MHCLG major applications in time</td><td>60%</td></tr> <tr><td>MHCLG non-major applications in time</td><td>70%</td></tr> <tr><td>KPI major applications in time</td><td>90%</td></tr> <tr><td>KPI minor applications in time</td><td>75%</td></tr> <tr><td>KPI other applications in time</td><td>85%</td></tr> <tr><td>Application backlog</td><td>0%</td></tr> <tr><td>Active average caseload</td><td>25</td></tr> <tr><td>Number of EoTs (minors/others)</td><td>10%</td></tr> <tr><td>Pre-app responses within time 2019/2020</td><td>85%</td></tr> </table> <p>Officer targets of (a) Graduate Planner 2 applications per day (b) Prior Approval / Fast Track Officer 3 applications per day (c) Senior and Planning Officer 1 application per day (d) Lead Principal Planning Officer 0.2 application per day.</p> <p>Planning Service (Appeals)</p> <table border="0"> <tr><td>MHCLG major appeals allowed</td><td>Under 10%</td></tr> <tr><td>MHCLG non-major appeals allowed</td><td>Under 10%</td></tr> <tr><td>Appeals dismissed</td><td>80%</td></tr> </table>	MHCLG major applications in time	60%	MHCLG non-major applications in time	70%	KPI major applications in time	90%	KPI minor applications in time	75%	KPI other applications in time	85%	Application backlog	0%	Active average caseload	25	Number of EoTs (minors/others)	10%	Pre-app responses within time 2019/2020	85%	MHCLG major appeals allowed	Under 10%	MHCLG non-major appeals allowed	Under 10%	Appeals dismissed	80%
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<p>To fully engage in and contribute to the LPA's ways of working to manage and maintain a low work in progress and excellent service delivery.</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Contributing to daily case management meetings ▪ Developing work plans to manage own case load ▪ Ensuring the team maintains a work in progress of no more than 400 																								
<p>To contribute to the delivery of a successful fast track service on a rota and as required to meet demand.</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Determining applications submitted as fast track within the required timescale ▪ Effectively manage work to ensure that other responsibilities do not conflict with requirements of the fast track service 																								

<p>To provide support and supervision to other members of staff and to make delegated decisions subject to position within the career grade.</p> <p>Additional responsibility will include Planning officer: Senior Planning officer:</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Providing support and guidance to staff on key issues and matters of significance regarding planning legislation and Council priorities. ▪ Making delegated decisions on Lawful Development Certificates and Householder Prior Approvals. ▪ Making delegated decisions on householder and minor applications.
<p>To represent the Planning Service in Council wide projects to support and enable delivery of the borough's objectives.</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Promoting the planning service to other departments ▪ Working proactively with other teams to provide expert planning advice
<p>To take an active role in income generation through the promotion and successful delivery of the service, Pre-applications and Planning Performance Agreements to contribute to achieving a self-sufficient service and ensure income targets are achieved.</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Promoting the fast track service by delivering an excellent service ▪ Delivering an excellent pre-application service and encouraging applicants to engage proactively ▪ Effectively developing and managing planning performance agreements
<p>General accountabilities and responsibilities</p>	
<p>Green Statement</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
<p>Data Protection/Confidentiality</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
<p>Conduct and Whistleblowing</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
<p>Safer Working</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview.

Equalities	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Council’s strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the team	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Taking responsibility for continuing self-development and participating in training and development activities. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.

Person Specification

Job Title:	Graduate Planning Officer
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Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = Essential, 2 = Desirable

		A - I - T	Weighting
Minimum Education/Qualifications	<ul style="list-style-type: none"> • Degree in Town Planning or other relevant degree that would allow entry onto RTPPI accredited postgraduate degree 	A	3
	<ul style="list-style-type: none"> • A RTPPI postgraduate degree 	A	2
Minimum Experience/Knowledge/Skills	<ul style="list-style-type: none"> • Understanding of current issues & developments affecting planning, regeneration & local government in London 	A	3
	<ul style="list-style-type: none"> • Understanding of main central government & development plan policy issues 	A/I	3
	<ul style="list-style-type: none"> • Understanding of development management legislation 	A/I	3
	<ul style="list-style-type: none"> • Understanding of the operation of local government 	I	
	<ul style="list-style-type: none"> • Understanding of processes involved and an ability to provide effective and responsive development management services on a mixed caseload of pre-applications, planning applications and appeals, covering a range of development types and issues 	A/I	3
	<ul style="list-style-type: none"> • Ability to read and scale drawings and appreciation of urban design skills 	T	3
	<ul style="list-style-type: none"> • Understanding of the processes involved in appeals 	A	3
	<ul style="list-style-type: none"> • Ability to undertake research and monitoring work and demonstrate the capability to analyse results to identify and evaluate policy options 	A	3
	<ul style="list-style-type: none"> • Ability to identify development opportunities 	A	2
	<ul style="list-style-type: none"> • Ability to present evidence or advice in public 	A	2
<ul style="list-style-type: none"> • Ability to make qualitative judgements based on analysis of planning policy and legislation and other material considerations 	A/I	3	
<ul style="list-style-type: none"> • Good ICT skills 	A	3	
Minimum Competencies Customer focus	<ul style="list-style-type: none"> • Understanding of customer care 	A/I/T	3
Communicating and influencing	<ul style="list-style-type: none"> • Ability to communicate effectively, both verbally and in writing, and influence others. 	T	3
	<ul style="list-style-type: none"> • Ability to draft reports and make recommendations on planning applications. 	A	2
	<ul style="list-style-type: none"> • Ability to negotiate to achieve positive solutions 	I	3
Building relationships, working together and in partnership	<ul style="list-style-type: none"> • Ability to work in teams to achieve results 	A/I	3
	<ul style="list-style-type: none"> • Understanding of purpose of role and where it fits into the work of the team and service area and other service areas as appropriate. 	T	3
	<ul style="list-style-type: none"> • Understanding of the overall functions and wider aims of the Council 	A	2
Respecting & implementing diversity	<ul style="list-style-type: none"> • Understanding of equality issues, respecting and valuing individuals' diversity and the variety of their contributions 	A/I	3

Planning, organising & achieving results	<ul style="list-style-type: none"> • Ability to manage time and prioritise work • Ability to work under pressure 	A/I/T	3
Embracing change	<ul style="list-style-type: none"> • Supportive of achieving continuous improvement and embracing change to deliver cost effective, quality services. 	A/I/T	3
Special Conditions:	N/A		

Person Specification

Job Title:	Planning Officer
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Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = Essential, 2 = Desirable

		A - I - T	Weighting
Minimum Education/Qualifications	<ul style="list-style-type: none"> • RTPI accredited postgraduate degree 	A	3
		A	2
Minimum Experience/Knowledge/Skills	<ul style="list-style-type: none"> • Experience of working in a local planning authority or private practice 	A	3
	<ul style="list-style-type: none"> • Good understanding of current issues & developments affecting planning, regeneration & local government in London 	A/I	3
	<ul style="list-style-type: none"> • Good understanding of main central government & development plan policy issues 	A/I I	3
	<ul style="list-style-type: none"> • Good understanding of development management legislation 	A/I	3
	<ul style="list-style-type: none"> • Good understanding of the operation of local government 	T	3
	<ul style="list-style-type: none"> • Ability to provide effective and responsive development management services on a mixed caseload of pre-applications, planning applications and appeals, covering a range of development types and issues including large, complex and specialised developments types and issues. 	A A	3 3
	<ul style="list-style-type: none"> • Experience of representing the LPA at appeal (written representations) and ability to represent the LPA at Informal Hearings 	A	2
	<ul style="list-style-type: none"> • Proficiency in urban design 	A	2
	<ul style="list-style-type: none"> • Ability to achieve a quality/quantity balance 	A/I	2
	<ul style="list-style-type: none"> • Ability to undertake research and monitoring work and demonstrate the capability to analyse results to identify and evaluate policy options 	A	3
	<ul style="list-style-type: none"> • Ability to identify development opportunities 	A	2
	<ul style="list-style-type: none"> • Ability to present applications to Planning Committee 	A	2
	<ul style="list-style-type: none"> • Ability to make qualitative judgements based on analysis of planning policy and legislation and other material considerations 	A/I/T	2
	<ul style="list-style-type: none"> • Ability to make delegated decisions on simple applications 	A/I/T	2
<ul style="list-style-type: none"> • Good ICT skills 	A/I/T	2	
Minimum Competencies Customer focus	<ul style="list-style-type: none"> • Customer care competence 	A/I/T	3
Communicating and influencing	<ul style="list-style-type: none"> • Ability to communicate effectively, both orally and in writing, and influence others. 	T	3
	<ul style="list-style-type: none"> • Ability to present at public meetings. 	A	2
	<ul style="list-style-type: none"> • Ability to draft reports and make recommendations on planning applications. 	I	3
	<ul style="list-style-type: none"> • Ability to negotiate to achieve positive solutions 		
Building relationships, working together and in partnership	<ul style="list-style-type: none"> • Proficient at working in teams to achieve results 	A/I	3
	<ul style="list-style-type: none"> • Understanding of purpose of role and where it fits into the work of the team and service area and other service areas as appropriate. 	T	3

	<ul style="list-style-type: none"> • Understanding of the overall functions and wider aims of the Council • Involved in supportive networks and cross-functional groups within the organisation. • Ability to work successfully in a political environment and promote the interest of the borough with outside bodies 	A	2
Respecting & implementing diversity	<ul style="list-style-type: none"> • Displays a sound understanding of equality issues, respecting and valuing individuals' diversity and the variety of their contributions • Ability to reflect equality and diversity policies in dealing with development proposals. 	A/I	3
Planning, organising & achieving results	<ul style="list-style-type: none"> • Ability to manage time and prioritise work to successfully manage a complex caseload • Ability to work under pressure 	A/I/T	3
Embracing change	<ul style="list-style-type: none"> • Supportive of achieving continuous improvement and embracing change to deliver cost effective, quality services. 	A/I/T	3
Special Conditions:	<ul style="list-style-type: none"> • On occasion able to work outside of usual office hours to attend Planning Committee, Member meetings or other 	A	2

Person Specification

Job Title:	Senior Planning Officer
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Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = Essential, 2 = Desirable

		A - I - T	Weighting
Minimum Education/Qualifications	<ul style="list-style-type: none"> • RTPI accredited postgraduate degree 	A	3
	<ul style="list-style-type: none"> • Eligible for Membership of RTPI 	A	3
Minimum Experience/Knowledge/Skills	<ul style="list-style-type: none"> • Substantial experience of working in a local planning authority or private practice 	A	3
	<ul style="list-style-type: none"> • Comprehensive understanding of current issues & developments affecting planning, regeneration & local government in London 	A/I	3
	<ul style="list-style-type: none"> • Comprehensive understanding of main central government & development plan policy issues 	A/I I	3
	<ul style="list-style-type: none"> • Comprehensive understanding of development management legislation 	A/I/T	3
	<ul style="list-style-type: none"> • Political awareness and comprehensive understanding of the operation of local government 	A	3
	<ul style="list-style-type: none"> • Proven ability to provide effective and responsive development management services on a caseload of mostly major development proposals, planning applications and appeals requiring a wide range of knowledge. 	A	3
	<ul style="list-style-type: none"> • Experience of representing the LPA at appeal (written representations and Informal Hearings) and ability to represent the LPA at Public Inquiries 	A	3
	<ul style="list-style-type: none"> • Proficiency in urban design 	A	2
	<ul style="list-style-type: none"> • Demonstrable ability to take tactical decisions and achieve high quality and high level outputs through the practical application of project management techniques 	A/I	2
	<ul style="list-style-type: none"> • Ability to present applications to Planning Committee 	A	2
	<ul style="list-style-type: none"> • Ability to make qualitative judgements based on analysis of planning policy and legislation and other material considerations 	A A	3 2
	<ul style="list-style-type: none"> • Ability to make delegated decisions 	A/I/T	2
	<ul style="list-style-type: none"> • Proficient ICT skills 	A/I/T	2
Minimum Competencies Customer focus	<ul style="list-style-type: none"> • Customer care proficiency 	A/I/T	3
Communicating and influencing	<ul style="list-style-type: none"> • Ability to communicate effectively, both orally and in writing, and influence others. 	T	3
	<ul style="list-style-type: none"> • Ability to present at public meetings. 	A	2
	<ul style="list-style-type: none"> • Ability to draft reports and make recommendations on planning applications. 	I	3
	<ul style="list-style-type: none"> • Ability to negotiate to achieve positive and innovative solutions 	I	3
Building relationships, working together and in partnership	<ul style="list-style-type: none"> • Ability to work in and lead teams to achieve results 	A/I	3
	<ul style="list-style-type: none"> • Understanding of purpose of role and where it fits into the work of the team and service area and other service areas as appropriate. 	T	3

	<ul style="list-style-type: none"> • Understanding of the overall functions and wider aims of the Council • Involved in supportive networks and cross-functional groups within the organisation. • Ability to work successfully in a political environment and promote the interest of the borough with outside bodies • Ability to work with Government departments and agencies and the GLA, providing information, liaising and influencing 	A/I	3
		A	2
		A	2
		A/I	3
Respecting & implementing diversity	<ul style="list-style-type: none"> ▪ Ability to and commitment to implementation of equalities policies in the work place. ▪ Ability to reflect equality and diversity policies in dealing with development proposals. 	A/I	3
Planning, organising & achieving results	<ul style="list-style-type: none"> • Ability to manage time and prioritise work to successfully manage a complex caseload • Ability to work under pressure • Ability to problem solve with the ability to recognise controversial and sensitive issues. 	A/I/T	3
Embracing change	<ul style="list-style-type: none"> • Supportive of achieving continuous improvement and embracing change to deliver cost effective, quality services. 	A/I/T	3
Special Conditions:	<ul style="list-style-type: none"> • On occasion able to work outside of usual office hours to attend Planning Committee, Member meetings or other 	A	2

Operation of the Career Grade

Salary Scale	Required Qualification, Experience & Competencies
Graduate Planning Officer	
LBR 6	First degree or equivalent that would allow entry onto an appropriate RTPI accredited postgraduate degree Planning experience (desirable) Assessment of competence against the Job Description & the Graduate Planning Officer Person Specification
Planning Officer	
Progression subject to formal interview & assessment	
LBR 10	An appropriate RTPI accredited postgraduate degree Significant Development Management experience Assessment of competence against the Job Description & the Planning Officer Person Specification
For internal progression	Past performance against own targets Identifiable need within the team (generally a maximum of 6) Available budget
Senior Planning Officer	
Progression subject to formal interview & assessment	
LBR 12	An appropriate RTPI accredited postgraduate degree Generally, Substantial post qualification Development Management experience Assessment of competence against the Job Description & the Senior Planning Officer Person Specification
For internal progression	Past performance against own targets Identifiable need within the team (generally a maximum of 2) Available budget