Planning Officer
Job Description

**Job Title:** Planning Officer

**Responsible To:** Planning Services Manager

**Responsible For:** Planning Evaluation Tasks and Activities

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**Purpose**

The Planning Office will be required to complete a range of planning applications including, Other, Minor and possibly Major applications as part of a team delivering full end to end or capacity based services for Local Planning Authorities.

Position requires motivated Planner with experience of evaluating the full range of minor and other applications. The position entails the completion of a planning workload to meet the required deadlines, therefore the right individual must be able to demonstrate strong time management skills and an ability to work under pressure.

The role requires liaising with both external and internal parties, negotiating with applicants and agents and communicating effectively with other members of the team. Therefore, role requires excellent oral and written communication skills.

TerraQuest is committed to flexible working practices and is able to offer a mix of office based and remote working approaches to the delivery of these roles. There are also options for full-time or part-time working and to be employed either salaried directly by TerraQuest or as a self-employed consultant.

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**Responsibilities**

- Completion of delegated and committee planning application reports in accordance with the company’s agreed Key Performance Indicators, including Residential Extensions, Lawful Development Certificates, Prior Notifications, Advertisement Consents and Changes of Use.
- Effective communication and negotiation with applicants and agents with regards to planning applications, planning queries and post-refusal advice.
- Working as a Duty Planning Officer for up to half a day each week, providing face to face planning advice on a range of applications.
- Using the Councils back office system to update applications, compile reports and record details of site visits and the evaluation process.
- Updating customer enquiry database in accordance with key performance indicators.
- Attending monthly team meetings and weekly one to one case conferences.
- Day to day liaison with team members, clients and interested parties.
- To follow instructions as stated by Planning Services Manager.
- To meet all daily, weekly and monthly KPI targets.
- Ensuring a right first time approach by maintaining high productivity, efficiency and effectiveness.
- To undertake any other tasks and duties within the scope and grade of the post.
**Key Skills, Experience and Qualifications**

**Skills and Experience**
- **Time Management** – The position entails the completion of planning applications to meet the required deadlines, therefore the right individual must be able to demonstrate strong time management skills and an ability to work under pressure.
- Development management and town planning experience essential.
- **Self-Motivation** – The selected candidate must be highly motivated to succeed in their first full time position in planning and committed to delivering a quality service.
- **Excellent Communication** – The role will require liaising with both external and internal parties, negotiating with applicants and agents and communicating effectively with other members of the team. Therefore, you will be required to demonstrate that you have excellent oral and written communication skills.
- **Analysis of Plans** – Having completed a RTPI Certified Planning Course, you will be required to quickly develop the skills to analyse plans and assess their acceptability against Local, Regional and National Planning Policy.
- **Report Writing** – The selected individual must possess the skills to write clear and concise planning reports, which provide a full and accurate analysis for the consideration of the line manager.
- Eligible to work in the UK.
- Full Drivers License and access to use of a car for work.

**Education**
The successful candidate should have one of the following:
- Relevant Bachelor’s degree or equivalent within a planning discipline

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<thead>
<tr>
<th>Reports to</th>
<th>Planning Services Manager</th>
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<tbody>
<tr>
<td>Liaises with</td>
<td>Planning Service Manager, LPA’s, Agents, Applicants</td>
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<tr>
<td>Location</td>
<td>Midlands based</td>
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<tr>
<td>Salary</td>
<td>£30,000 p.a. (up to, dependent on experience)</td>
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<tr>
<td>Job Type</td>
<td>Permanent</td>
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<td>Job Status</td>
<td>Full Time</td>
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To apply, please forward CV including details of availability.

TerraQuest is an equal opportunities employer.