Post Title: Planning Officer

Grade: G

# Job Purpose

To assess and determine a range of planning applications, provide professional advice on planning matters, and contribute to the delivery of a high-quality, customer-focused planning service that supports the sustainable development of Nottingham.

To actively and effectively promote the Council’s vision, values, aims, objectives and priorities, putting our citizens first through the delivery of best value services.

# Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours,

linked to the following four themes:

* **Individual Leadership**: by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
* **Equality Diversity & Inclusion**: by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council’s Code of Conduct.
* **Change & Innovation**: by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
* **Collaboration**: by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

# Specific Duties

1. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation’s EDI strategy and objectives.
2. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.
3. Assess and determine planning applications in accordance with legislation, policy, and guidance.
4. Liaise with applicants, planning agents, internal colleagues, statutory consultees, political representatives and other interested parties to ensure applications are progressed in a timely manner with high-quality communication throughout
5. Provide pre-application advice to developers, agents, and the public.
6. Prepare and present reports to Planning Committee and other forums.
7. Undertake site visits and liaise with stakeholders including applicants, their agents, neighbours, statutory consultees and internal departments.
8. Support enforcement investigations and provide input into legal proceedings where necessary.
9. Maintain up-to-date knowledge of planning legislation and best practice.

**Numbers and grades of any staff supervised by the post holder:**

None

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

**This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.**

**Produced by** Head of Development Management

**Date** 24th July 2025

## Person Specification: Planning Officer

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| AREA OF RESPONSIBILITY | **REQUIREMENT** | | MEASUREMENT | | | |
| A | | **AC** | D |
| **Individual Leadership** | Takes personal accountability for own development. | |  | | **🗸** |  |
| Drive and motivation, ability to deliver against challenging objectives. | | 🗸 | | **🗸** |  |
| **Change and Innovation** | Confidence and ability to put forward ideas for change. | |  | | **🗸** |  |
| Ability to be creative, to be able to identify problems and work to create solutions. | | 🗸 | | **🗸** |  |
| **Collaboration** | Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships. | |  | | **🗸** |  |
| Evidence of actively working with others to improve collaboration internally and externally. | | 🗸 | | **🗸** |  |
| **Equality, Diversity, and Inclusion** | An understanding of why it’s important to consider equality, diversity, and inclusion in all that we do. | | 🗸 | | **🗸** |  |
| Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham’s people. | |  | | **🗸** |  |
| **Technical Skills and Knowledge** | Knowledge of UK planning legislation, policy, and procedures, with the ability to interpret and apply them effectively. | |  | | **🗸** |  |
| Strong ability to assess and analyse technical and policy documents, with attention to detail and a solution-focused approach. | |  | | **🗸** |  |
| Excellent verbal and written communication skills, capable of explaining complex issues to diverse audiences, including senior stakeholders and the general public. | | 🗸 | | **🗸** |  |
| Experience working collaboratively with multiple stakeholders, including developers, consultants, and community groups. | |  | | **🗸** |  |
| Ability to work to high standards whilst managing a substantial workload, working under pressure to meet deadlines and achieve performance and quality targets. | | 🗸 | | **🗸** |  |
| Ability to communicate and present information and ideas effectively, orally and in writing, and to handle questions from senior managers, councillors and the media in a way which is sensitive to the wider context. | |  | | **🗸** |  |
| *Desirable*: Familiarity with planning software systems (e.g., Uniform, GIS). | | 🗸 | | **🗸** |  |
| **Qualification requirement** | Undergraduate degree in Town Planning or a related field | |  | |  | 🗸 |
| Postgraduate qualification in urban planning, environmental planning, or a related discipline. | |  | |  | 🗸 |
| *Desirable:* RTPI Accreditation | |  | |  | 🗸 |
| **A - Application** | **AC – Assessment Centre** | **D – Documentary** | |