**OADBY AND WIGSTON BOROUGH COUNCIL**

**JOB DESCRIPTION**

**POST TITLE:** Development Control Officer/Senior Development Control Officer

**POST NO:** TBC

**GRADE:** Band 6-8

**DEPARTMENT:** Planning

**SERVICE AREA:** The Built Environment

**RESPONSIBLE TO:** Planning Policy and Development Manager

**JOB CONTEXT:**

1. To work as an integral and valued member of the Planning Department to undertake the efficient coordination, assessment and determination of development proposals in the form of planning applications and preliminary enquiries.
2. Pursue continuous improvement and respond positively to challenges and change. Maintain and improve joint working within the Planning Department and with all other stakeholders.
3. Work in line with the Council’s Vision and Values to promote a culture which aims to deliver a high standard of service by working together to exceed our customer expectations.

**MAIN DUTIES AND RESPONSIBILITIES:**

Note: the list of main duties and responsibilities should be read in conjunction with the Career Grade Progression chart of Development Control Posts.

1. Undertake the efficient and effective co-ordination, assessment and determination of development proposals in the form of planning applications and preliminary enquiries.
2. Ensure that the processing of development proposals, including site visits are undertaken in an efficient, effective and professional manner.
3. Ensure that all development carried out within the Borough is of the highest quality and promotes sustainable development whilst upholding current planning legislation and guidance.
4. Work with and support technical and administrative staff to carry out work associated with:

* Planning and associated applications;
* Development Control Committee; and
* Planning appeals

1. Liaise with developers and other applicants in pursuit of the highest quality development proposals in line with agreed policy and guidance.
2. Negotiate with developers, applicants and agents over matters including high quality design, sustainability and planning gain.
3. Prepare appeal statements for hearings, inquiries and court cases.
4. Advise Councillors, Officers, members of the public and professionals on planning related matters in person, by telephone and in writing.
5. Input, extract and manipulate data for management reports using computerised systems and work with other officers and contractors to improve the use of ICT as a part of the planning process. The Council’s main planning systems are Uniform and IDOX Document Management.
6. Work closely with external stakeholders to ensure that development has a positive impact on the local community. Represent the Council at meetings with external stakeholders as and when required.
7. Prepare recommendations and reports for Development Control Committee; to attend and present at such meetings including site visits when required.
8. Work closely with the Planning Policy Team to ensure the implementation of planning policy in relation to planning applications and preliminary enquiries.

**RESPONSIBILITY FOR RESOURCES:**

1. The post holder will be required to ensure that any data systems under his/her control are kept secure and properly managed.

**KEY FUNCTIONAL LINKS WITH:**

**Internal:** All employees and sections of the Council; Elected Members

**External:** Residents; Agents; other local authorities; external suppliers and consultants; other external bodies, partnerships and organisations as required.

**WORKING CONDITIONS & ENVIRONMENT**

1. The post is situated within the Main Council Offices (currently at Station Road, Wigston although the Council will be moving to Brocks Hill in Oadby during 2023). However, you may be required to work from other sites and places within the Borough where your professional attendance is required.
2. The Authority operates an agile working policy which gives staff flexibility over locations and when hours are worked, as agreed with their Line Manager.
3. The post is designated a casual car user.
4. The Council will pay subscription fee to one professional organisation annually.

**ADDITIONAL REQUIREMENTS**

1. This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of the department. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.
2. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non discriminatory manner in accordance with the Council’s Equality Agenda, pursuant to the Equality Act 2010.

1. Comply with the provisions of the Data Protection Act 2018, the Computer Misuse Act 1990, Human Rights Act and the Freedom of Information Act 2000, or any amendment or any statutory re-enactment thereof at all times.
2. To take all necessary steps in order to ensure that information acquired through their employment or contained within the Council is kept confidential.
3. This job description is a record as at the date below. Any changes to the job description will be carried out in consultation with the post holder, who will be expected to participate fully in such discussions. It is the Council’s aim to reach a mutual agreement to reasonable changes but if this is not possible the Council reserves the right to implement reasonable changes to the job description after consultation with the post holder.
4. Carry out all duties outlined above in accordance with all Council Policies and procedures.
5. To carry out any additional duties (as and when required) outside of the post holders duties to assist the Council in the operation and promotion of its business.

**Date issued:** December 2022

**I have read and accept the above:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_