

Job Profile

Planning Officer

Grade F

Date created: 10 March 2025

About the Job

This role contributes to the effective processing of planning applications, appeals and the provision of advice relating to planning matters. The post will work flexibly as a member of a team ensuring that the service delivers its statutory and other planning functions effectively, efficiently and in a customer focused manner. You will manage your own varied caseload and engage with stakeholders (internal and external) through effective communication to ensure good performance and continuing service improvement.

This is what we need you to do...

- Advise customers on planning matters.
- Manage a case load of applications varying from all types of household and minor planning applications, listed building consents, prior approvals and other proposals relating to the management of development.
- Give pre-application advice.
- Undertake consultations on all planning matters as required.
- Process householder and minor planning applications and deal with related appeals.
- Undertake site visits to assess planning applications.
- Present your applications at Planning Committee when required.
- Assist with post-decision matters such as discharge of conditions, advising on re-submissions and minor amendments.

Special Conditions

- You need to have access to reliable transportation or hold a current, full driving licence which is valid for driving in the UK.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- An experience of processing planning applications and managing a case load.
- Administration in an office environment and providing business support.
- Demonstrable experience of working with other people and within a team to secure good outcomes within tight timescales.
- Experience of dealing with architects, planning agents, and members of the public.

Knowledge, Skills and Understanding

- Knowledge and understanding of the planning system and the decision-making process.
- Demonstrable computer literacy and IT skills.
- Demonstrable report preparation skills.
- Evidence of effective analytical and problem-solving skills, with good attention to detail.
- Knowledge of business processes and operational issues relevant to the position.
- Self-motivated and able to see tasks through to a successful conclusion, meeting and prioritising challenging deadlines whilst maintaining attention to detail.
- Contributing successfully to effective team working, in a calm and relaxed manner, with the ability to prioritise workloads to meet deadlines.

Behavioural attributes

- We deliver value in a green and sustainable way
- We work together to make residents' lives better
- We are innovative and forward-thinking.
- We are passionate about the city.
- We treat all people with fairness, compassion and respect

[View details of our values and behaviours](#)

Expected to perform at level 1 of Gloucester City Council's Behaviours Framework

Education & Qualifications

Essential

- Degree in Planning or related subject.