

**Manchester City Council
Role Profile**

**Assistant Planning Officer, Grade 6
Planning Service, Chief Executive's Directorate
Reports to: Group Manager
(City Centre Development Group reports to City Centre Development
Manager)**

Key Role Descriptors:

This role will play a key part in the development and implementation of the Council's planning policies associated with the physical regeneration of the City.

The roleholder will work collaboratively to undertake and implement the full spectrum of the Council's Development Management function, including assisting with development compliance, the historic environment, the protection of trees and assisting with Access matters as they arise in connection with the planning process.

The role holder will work as part of a team and assist in its day to day duties, contributing to the performance objectives and targets of the planning service and in accordance with the Council's aims, objectives and values.

The role holder will contribute towards the Council's programme of improving the physical well being of the environment through assisting in the preparation of development briefs, commenting on development proposals and supporting senior officers in responding to broader City Council initiatives.

Key Role Accountabilities:

Assist in the delivery of the development management function of the Planning Service, including matters relating to development compliance, listed buildings and urban design. The roleholder will develop an understanding of the application of the legislation and associated procedures, Government guidance and a developing awareness of the corporate objectives,

Present information in a clear, concise and understandable manner, both orally and in writing. The roleholder will communicate in an effective manner in order to secure commitment to this area of work from relevant parties.

Negotiate effectively with applicants and their representatives in order to secure improvements to a range of development proposals or compliance where breaches of control have occurred. The roleholder will develop knowledge and understanding of the relationship between planning, legislation and process, and the wider corporate objectives and policies of the Council in relation to the physical environment.



Handle planning appeals and assist in the preparation of evidence at Public Inquiry or other proceedings as necessary, through an understanding of legislation, Government Guidance and Council objectives.

Assist in and prepare reports to the Committee of the Council, senior officers and working groups. The roleholder will identify and address relevant issues and following assessment make recommendations in accordance with the Council's statutory duties and obligations.

Provide effective and necessary support in joint working arrangements across the Council and other organisations, in respect of regeneration projects and initiatives.

Develop links with Councillors, community groups and individuals to ensure the Groups contribution to the Council's regeneration strategies is carried out in the full knowledge of peoples' wishes and aspirations in addition to Council policy.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the role holder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.



Assistant Planning Officer – Key Competencies and Technical Requirements

Our Manchester Behaviours

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we're not afraid to try new things
- We work together and trust each other
- We show that we value our differences and treat people fairly

Generic Skills

- **Communication:** Ability to advise others on technical and legislative matters. Is able to negotiate, persuade and influence internal and external stakeholders. Writes clearly, succinctly and with accuracy.
- **Analytical skills:** Is able to absorb, understand, translate and assess complex technical and legislative information. Has the ability to accurately translate, read and measure from scaled plans.
- **Planning and organisation:** Ability to organise own time effectively, creating work schedules, prioritising, preparing in advance and to known key deadlines.
- **Problem solving and decision making:** Ability to analyse situations, diagnose problems, identify the key issues, establish and evaluate alternative courses of action and produce a logical, practical and acceptable solution.
- **Creative skills:** Ability to think creatively and provide innovative solutions to problems. Has the ability to develop new approaches to finding solutions outside of existing parameters.
- **ICT skills:** Skills to use ICT systems to obtain and analyse data and present it effectively through a variety of ICT channels.

Technical requirements (Role Specific)

- Possession of a recognised Town Planning qualification resulting in exemption from the royal Town Planning Institutes final examination, or proven practical and relevant experience achieved through working in a Town Planning service of a local planning authority or of a another similar organisation.