



Role Profile

Chartered Planner			
Reference No.	A4291	Type	Individual
Service	Planning Services		
Job Family	Professional	Grade	FC8

Purpose
To deal with all aspects of the statutory planning process: preparing and implementing Fife's Development Plan and facilitating events, planning policy and guidance, processing applications for planning permission from small changes to domestic property to business properties to major applications for commercial, housing and industrial development; delivering project work. Support the development and implementation new initiatives, ensuring liaison and collaboration to deliver high quality customer focussed services.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
To process statutory development applications, appeals and related activities with a particular focus and emphasis on business and development proposals linked to jobs and investment opportunities affordable housing applications and legal agreements. Project management and policy work to deliver the Development Plan. Carrying out and co-ordinating the full range of activities relating to development planning.	<p>Full membership of the Royal Town Planning Institute (MRTPI).</p> <p>Educated to SCQF level 9, which includes a Degree or equivalent in Town and Country Planning.</p> <p>Post-MRTPI qualification experience.</p> <p>Ability to provide a regular and effective service.</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p>	<p></p> <p></p> <p>✓</p> <p></p>

E = Essential Criteria D = Desirable Criteria

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	<p>Experience of working to tight deadlines and responding quickly to changing demands (Deliver results).</p> <p>Knowledge and awareness of relevant regulation, legislation, and statutory requirements.</p> <p>Experience of research, information gathering, and analytical skills.</p>	<p>✓</p> <p>✓</p>	<p>✓</p>
<p>Negotiating with developers, agents, and property owners, including knowledge of land values and transactions and planning and community gain negotiations.</p>	<p>Confident in dealings with others, including members of the public and politicians (Working Together – See How We Work Matters Framework).</p>	<p>✓</p>	
<p>Processing, advising on, and determining planning applications including dealing with local business applications, listed buildings, affordable housing applications, and legal agreements. Advising on prospective development and environmental proposals.</p>	<p>Dealing with sensitive issues on a private and confidential basis.</p> <p>Ability to work as part of a team or individually.</p>	<p>✓</p> <p>✓</p>	
<p>Dealing with significant/complex local and major development proposals (including EIA, Pre-application work and negotiating processing agreements). Consulting and liaising with internal and external agencies, statutory consultees, community groups, etc as required and delivering excellence in customer service.</p>	<p>Time management skills.</p> <p>Customer care skills (Focus on customers).</p>	<p>✓</p> <p>✓</p>	

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Representing the Council at examinations, inquiries, and hearings (in accordance with your professional code of conduct) and at other meetings, fora, and consultation groups as required.	Confident in dealings with others, including members of the public and politicians. Awareness of current/topical issues in the planning profession. Written and oral communication skills. Ability to work in a disciplined manner Ability to work as part of a team or individually.	✓ ✓ ✓	✓ ✓ ✓
Preparing committee and delegated reports of handling which assess and balance competing/conflicting complex issues, to arrive at a considered recommendation and to meet statutory performance targets in terms of both speed and quality of decision making. Prepare elected member briefings. Accurate and timely file management to ensure all procedural and legislative requirements of the planning process are met and decisions taken, or recommendation made are legally robust.	Knowledge of planning legislation and processes and procedures (Deliver results).	✓	
Undertaking site inspections in accordance with Service protocols.	Working on own initiative and thinking creatively and independently within the parameters of relevant legislation.	✓	
Assisting in the day to day technical policy and administrative support of the Planning Service.	Organisation awareness. Computer skills using standard and bespoke packages (Embrace technology and information).		✓ ✓
Exercising delegated powers as required by the Head of Service and as set out in the List of Officer Powers, and to comply with the Scheme of Administration.			
Assisting the Lead Officer in discharging the responsibilities of that post, including deputising as required.	Ability to deal effectively with colleagues at all levels (Take ownership)	✓	

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Embracing and pursuing available opportunities for personal development and gaining new experience and participate in creating similar opportunities for other members of the team.			
Participate fully in the continuous improvement of working practices and processes in accordance with LEAN management principles.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>