WEST OXFORDSHIRE DISTRICT COUNCIL

Role Description and Employee Specification

Job Title:	Senior Planning Officer	**Location:**	Witney
Department:	Development Management	**Directorate:**	Governance and Regulatory Services
Reports to:	Principal Planning Officer	**Working Hours:**	37 hours per week
Salary:	£43,247 - £46,174 per annum	**Peer Group:**	PGI-8
Business World Post Number:		**Job Group:**	Specialist Level 2
Contract Type:	Permanent	**Direct Reports:**	N/A

Overall purpose of the Post:	Providing a high level of technical expertise, advice and direction to internal and external customers in relation to Planning and Enforcement matters, including the management of sensitive, open ended and complex case or project-based work, whilst providing robust, sound judgements. To supervise Technicians and Planning Officers.
Key Tasks and Responsibilities:	• Work independently on Development Management proposals for the erection of small residential developments and new commercial developments. • Effectively manage and prioritise your own workload, largely unsupervised, working pro-actively with colleagues to meet statutory deadlines • Liaise with developers, property owners, and the community regarding planning issues • Demonstrate promotion of good team performance management and service improvement. • Active and substantial involvement in the review and monitoring of policies and procedures. • Presentation of own applications/ enforcement cases at briefing sessions. • Investigate breaches of planning permissions • Issuing notices or enforcement actions to ensure compliance • Preparing reports and documentation for council meetings or legal proceedings • Leading Member site visits. • Attend Committee, Executive Meetings and Member Workshops. • Provision of planning policy advice in person, on the telephone and in writing. • Provide supervision, mentoring and support for Technicians and Planning Officer colleagues

Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	• Planning or related degree. • Eligibility for full Membership of the RTPI. • Substantial (likely to be more than 5 years) relevant professional experience. • Experience of working flexibly as part of a team and collaborating with colleagues and stakeholders • Experience of being involved in continuously improving services and developing products to meet customer need • Ability to remain calm and confident when dealing with challenging customers and environments • Ability to resolve complex issues by negotiation • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes • Demonstrate commitment and resilience to succeed • Ability to work independently under pressure and within tight deadlines • Excellent written and verbal communication skills • Competent in using a range of technology and software packages, including Microsoft and Google		
Desirable Requirements Qualifications, Skills and Abilities:	• Relevant recognised academic or professional qualification • Knowledge, understanding or experience of project management		
General Accountabilities:	• The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. • Safeguarding – The Council is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities. • Work in compliance with the Codes of Conduct, Regulations and policies of the council. • To support the response to a major incident, including taking up a designated role within the emergency management framework.		
Special Conditions:	• You will be expected to work reasonable additional hours in line with the needs of the service. • Full UK Driving Licence. • Ability to travel / access to a vehicle for work purposes. • Politically restricted postholders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority, the House of Commons, or the European Parliament.		
Date Reviewed:	August 2026	**Reviewed By:**	Abby Fettes
Checked by HRBP	Kathryn Dowell	**Date of Issue:**	August 2026