

# Job Description

---

## National Landscape Planning Officer

**Team: Conservation Team**

**Reporting to: Director of Conservation**

**Location: Harbour Office**

**Employment Type: Permanent**

**Duration: Part-Time**

**Hours per Week: 18.75hrs (Job Share)**

**Salary Pay Band and SCP: 11 (33-36) (Pro Rata)**

---

### Primary Purpose

Providing planning subject matter expertise in and around Chichester Harbour.

### Job Summary

- To review and respond to planning applications and provide pre-application advice.
- To prepare written case reports and recommendations for the CHC Planning Committee.
- To comment on local and national planning policy consultations that affect Chichester Harbour National Landscape.

### Key Responsibilities

- To assist with the preparation and submission of CHC planning applications.
- To attend all meetings of the CHC Planning Committee.
- To monitor decisions of the Local Planning Authorities (LPAs) and make quarterly reports to the CHC Planning Committee.
- To advise the CHC Planning Committee on any relevant appeal decisions and changes in case law.
- To attend public inquiries and appeals as required and make written representations.
- To report unauthorised developments to the LPAs.
- To maintain an up-to-date electronic database of planning applications.

### Other

- To undertake any other reasonable duties or tasks as directed by the CEO.
- To familiarise yourself with, and comply with all CHC policies, procedures and codes of conduct at all times.
- To comply with all health and safety policies and procedures, take reasonable care of their own health and that of others and report hazards, incidents and unsafe practices in accordance with the safety management system.
- To support occasional work experience and work placement opportunities.
- To drive forward a positive culture of continuous improvement.

## **Location and Working Pattern**

- Predominantly at the Harbour Office, Itchenor. There is a requirement to attend meetings and sites across the harbour on a regular basis and further afield occasionally. The CHC Planning Committee is convened at least quarterly (more frequently if warranted) and meets on a Monday.
- Flexible home working is possible within the constraints of the role.

## **Person Specification**

### Essential

- Relevant degree-level education (or equivalent) in a planning related subject.
- At least five years' experience of working in the planning system.
- Experience of working with Members and elected officials.
- High level of planning knowledge, environmental designations affect planning law.
- Experience of partnership working with Local Planning Authorities and local communities.
- Organised and able to work on own initiative or as part of a multi-disciplinary team.
- High standards of literacy, numeracy, oral and communication skills.
- ICT skills with good working knowledge of Microsoft Office.

### Desirable

- Full Chartered Member of the Royal Town Planning Institute (RTPI).
- Awareness of working in a natural harbour.

## **Reporting Structure**

- Reports to: Director of Conservation.
- Reports on: /

## **Benefits**

- Member of local government pension scheme.
- Employee benefits scheme.
- Local benefits.