

**Frome Town Council**  
**Job description**  
**Planning & Development Officer**

Salary: Grade 5 SCP 21 – 24 (£32,115 - £34,314) (2024/25)

Hours of Work: 37 hours per week Monday to Friday - including some occasional evening and weekend work and work on Bank Holidays

Leave Entitlement: 25 days per annum plus public holidays (inclusive of 2 extra statutory days) pro rata for part time

Responsible to: Planning & Development Manager

**The purpose of the role**

To provide professional planning advice to the Town Council in its role as consultee in the planning process, to provide support to the Planning & Development Manager in responding to consultations and encourage sustainable development.

**Main Responsibilities & Key Tasks**

The Planning and Development Officer will:

- Prepare reports for the Planning Committee, other committees and Council, attend Council meetings, present reports and take minutes when appropriate.
- Send planning consultation responses to the Local Planning Authority
- Liaise with applicants/agents and other interested parties on planning applications and pre-application enquires.
- Liaise with planning officers at Somerset Council as and when required
- Monitor all S106 agreements to ensure payments are made on time and contributions are spent.
- Work with officers, councillors and stakeholders to develop a guide for developers, setting out the Town Council's policies and sustainability ambitions for new development.
- Work with officers, Councillors and stakeholders to develop a strategy for traffic, transport and parking.
- Provide planning advice and support for businesses and residents.
- Support the Planning & Development Manager on other projects that encourage sustainable development

**General**

The responsibility for the smooth running of the Council is incumbent on all members of staff. At certain times – when colleagues are absent or during periods of seasonal or high workloads, for instance - you will be expected to help with or take on additional duties and responsibilities that are in line with the grade and purpose of this role.

A flexible approach to working evenings and weekends is required, although this will always be with as much notice as possible. Likewise, some Bank Holidays.

The post-holder has personal responsibility for safety in accordance with Health & Safety legislation and Council policies.

The post-holder will be expected to behave in a sustainable and ethical way; and to spend public funds wisely.

You will be expected to liaise and work with all other colleagues - with the emphasis being on teamwork, providing assistance to others in covering holiday periods, sickness, and any other contingencies when necessary.

Members of staff are to abide by and promote equalities within the Town Council as outlined in the NJC Pay & Conditions of Service and Council's Constitutional Policies.

You should be committed to the Council's Equal Opportunities Policy and to ensure equality of opportunity in service delivery.

This job is reflective of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

Person specification  
Planning & Development Officer

Qualifications - essential

First and/or second degree in Town & Country Planning or other environmental degree or equivalent experience

Knowledge and skills - essential

- An understanding of the planning process
- An understanding of sustainable development and how it can be promoted
- Strong written and verbal communication and negotiation skills
- Ability to communicate at different levels within the community
- Knowledge of best practice in engaging communities
- Ability to manage projects and budgets
- Ability to develop good working relationships and work as a member of a team
- Ability to use initiative and to be self-motivated

Knowledge and skills - desirable

- Knowledge of Frome
- Knowledge of local authority planning processes
- Knowledge of highways and transport planning

Experience - essential

- Experience of working in the planning process

Personal attributes – essential

- A positive, flexible, adaptable approach to work and ‘can do’ disposition
- Excellent organisational skills
- Commitment to achievement of agreed objectives
- Commitment to personal development and willingness to undertake training
- Willingness to work some evenings and weekends
- Integrity
- A professional and courteous manner
- Ability to communicate at different levels within the Council and wider community
- Ability to think strategically and understand the process and logistics of a project
- Creative problem-solving ability
- Curiosity and a willingness to learn