

**Frome Town Council**  
**Job description**  
**Planning & Development Project 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)

**Responsible to:** Planning & Development Manager

**The purpose of the role**

To provide support to the Planning & Development Manager And to manage a number of projects that are set out in the Council Plan and work program, that deliver the priorities around planning & 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 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, that encourage active and sustainable travel
- Provide planning advice and support for businesses and residents,
- Manage other projects that encourage sustainable development
- Improve community engagement on planning, highways, and transport
- Consider street trading licences

## 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 Project Officer

Qualifications – essential

Educated to undergraduate degree level or equivalent experience

Qualifications – desirable

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

Knowledge and skills - essential

- 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
- An understanding of the planning process

Experience - essential

- Experience of managing projects

Experience – desirable

- Experience of working in planning and development

Personal attributes – essential

- Curiosity and a willingness to learn
- Commitment to personal development and willingness to undertake training
- A positive, flexible, adaptable approach to work and ‘can do’ disposition
- Creative problem-solving ability
- Excellent organisational skills

- Commitment to achievement of agreed objectives
- 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