**Job Description**

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| Job Title: Consents Coordinator  |
| Job number: CCC0102 |
| Grade: AJF Level 3 (Scale 6-Scale SO2) |

**Overall purpose of the job**

To maintain and improve the administrative functions that ensure the effective running of the Consents team. Establishing the provision of office, financial, management and supervision support services, to ensure that services are delivered to a high standard.

# Main accountabilities

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|  | **Main accountabilities** |
|  | Office Support * Identify and make recommendation for organisation actions required as a result of interpreting new legislation and service requirements. Ensure appropriate actions are taken.
* Manage and monitor the operation of the service, through the development of policies, procedures, controls and guidance, ensuring compliance with legislation and corporate standards.
* Oversee document & data management (paper and electronic), including filing and distributing documents. This will include recording officer time spent working on projects, obtaining monthly project updates, and ensuring the Consents Risk Register is kept up to date and associated actions/mitigations are carried out by project leads.
* Advise on specialist area and complex issues relating to service and area of expertise.
* Manage the development and administration, organisation and co-ordination of the Consents Team and Management Systems. To Track and monitor the project progress to make the process user friendly and effective. Promote the role/function of the section internally and externally
* Undertake general clerical & administrative tasks and support the team and service as required
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|  | Financial Support * Ensure cost recovery through thorough and regular recording of officer time across all Consents, and invoice Developers as required in line with project-specific PPAs.
* Interrogate the County Council financial systems and make recommendations for appropriate action, ensuring any discrepancies in expenditure or likely budget overspends are highlighted and resolved
* Ensure that employees comply with County Council financial processes and systems
* Ensure that customers are invoiced in accordance with County Council policies and procedures
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|  | Management Support Responsible for the effective & efficient operation of the administration service:* Monitor and evaluate Council policies, processes and services. Evaluate management information to develop recommendations for action and highlight areas of concern.
* Assist in the development of strategies for the section and the service or business plans. Actively supporting the implementation of projects and change programmes.
* Undertake relevant projects as requested by line manager.
* Represent the Consents Team at meetings, events and working groups – chairing and scribing as necessary, ensuring preparatory work is completed head of recurring reporting meetings.
* Represent the County Council at meetings with partners and external bodies.
* Take accountability for decisions where the consequence of error is significant
* Advise and inform others on matters relating to own job or section or directorate
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|  | Supervision & Development of Others * Manage and supervise employees, ensuring proper recruitment, selection, induction, learning and development
* Manage and monitor the work of other relevant staff, ensuring work is completed to Consents timescales and requirements, and properly planned and prioritised. Supporting with resource scheduling, ensuring that each Consent is appropriately staffed to service needs.
* Provide support to Consents Project Managers through Consents Examination processes, coordinating document control.
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|  | Health & Safety * Take responsibility for Health and Safety issues in the Team and ensure the provision and maintenance of a healthy and safe working environment – monitoring and reviewing systems and processes
* Identify and act upon any Health and Safety issues to reduce the risk to self and others
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|  | Role Specific * Understand the core business and functions of the Consents Team and contribute to its development
* Use specialist knowledge to provide advice on complex matters relating to the Consents Team
* Develop and maintain a toolkit of end-to-end templates for key NSIP documents, for the consistent and efficient and front-loaded management of NSIPs.
* Update a live dashboard for comprehensive and pro-active management of the consents programme and associated technical input.
* Share our knowledge and system with Local Authorities / Promoters nationally.
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**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| **Qualifications Required** |  |
| * Educated to degree level, NVQ4 or equivalent standard

IT Qualified to CLAIT/IBT2/RSA/ECDL | **Essential** |
| * NVQ Internal Verifier
* Diploma in Management
* PRINCE 2
 | **Desirable** |

Minimum levels of knowledge, experience and skills required for this job

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| **Knowledge and experience** |  |
| * Extensive office administrative experience
* People management experience
* Demonstrable experience of Project Management
* Understanding of budget management
* Fully IT proficient, including Windows, Office and specialist packages
 | **Essential** |
| * Knowledge of Council policies & procedures
* Full understanding of legislative framework of job specific work area
* Experience of local authority working
* Has portfolio of achievements
 | **Desirable** |
| **Skills** |  |
| * Ability to interpret and explain complex issues
* Adaptable and creative approach to problem solving
* Pro-active approach to change management
* Highly developed IT skills
* Approachable and adaptable
* Able to prioritise workload and complete in timely manner
* Commitment to continuous service development
 | **Essential** |
| * Strives for excellence
* Ability to grasp, assimilate and apply information and concepts quickly
* Ability to challenge others sensitively
 | **Desirable** |
| **Behaviours** |  |
| * Working together
* Respect for others and public resources
* Excellence
* Integrity
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**Disclosure level**

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| --- | --- | --- |
| What disclosure level is required for this post? | **None** | Standard |
| Enhanced | Enhanced with barred list checks |

**Work type**

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| --- | --- | --- | --- | --- |
| What work type does this role fit into?  | Fixed  | **Flexible**  | Field | Home |