**Job Description**

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| Job Title: Planning Officer  |
| POSCODE: CCC1342 (333002266) |
| Grade: Scale 5 to SO2 (Career Grade: see career progression criteria) |

**Overall purpose of the job**

The County Planning, Minerals and Waste (CPMW) team sits within the Environment, Planning and Economy Service and provides the statutory County planning function that includes determining planning applications for mineral and waste development and planning consents on County Council planning applications. The County planning function supports the County’s Growth agenda by ensuring development is delivered in the right place, at the right time and the mitigations needed to protect residential and environmental amenity are secured and appropriately monitored. The main duties of the role are:

* To handle a caseload of County planning applications, including mineral and waste management planning applications, and to provide professional and technical support and capacity to principal officers and managers within the Environment, Planning and Economy Service.
* To provide monitoring and regulation of mineral and waste proposals which contribute towards the growth and economy of the County.

**Main accountabilities**

List the accountabilities in descending order of priority. Please include 6-9 accountabilities.

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|  | **Main accountabilities** |
|  | Provide professional and technical expertise for the Service in the determination of planning applications. |
|  | Contribute to the delivery of customer oriented services for Development Management within the Environment, Planning and Economy Service. |
|  | Deliver services, guidance and support in relation to Development Management, using specific knowledge and expertise to engage directly and appropriately with partners, applicants and planning agents. |
|  | Contribute to the determination of planning applications for minerals, waste and County Council development and, as required, provide development management expertise in connection with the preparation of policy documents. |
|  | Communicate clearly and appropriately with different audiences. |
|  | Promote partnership working with a range of stakeholders in order to effectively consult on pre-applications and planning applications and achieve service objectives. |
|  | Maintain knowledge and contribute to sub- regional and local developments relating to the business area in order to ensure effective service delivery. |
|  | Provide updates to lead officer and team on emerging issues in Development Management and Minerals and Waste Planning. |
|  | Support project work and monitor the success of activities within Development Management to ensure that objectives are delivered within required quality, time and budget targets and recommend improvements to Lead Officers, as required. |
| 10. | Demonstrate an awareness and understanding of equality, diversity and inclusion.    |
| 11.   | Ability to contribute to our commitment of becoming a Net Zero organisation by 2030.    |

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job:

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| --- | --- | --- |
| Qualifications Required | **Subject** | **Essential/****Desirable** |
| Bachelors Degree; HNC; HND NVQ Level 4; relevant professional qualification or experience in a similar or relevant field of work. | E.g. Geography, Town Planning, Estate Managenment or similar | **Essential** |
| Recognised qualification in planning enforcement, land use planning or equivalent. | E.g. MSc in Town Planning or Certificated Planning Enforcement qualification. | **Desirable** |

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

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| --- | --- | --- |
| Identify  | Describe | Essential/Desirable |
| **Knowledge** |  |  |
| Understanding of the purpose of planning and planning legislation. | Understand the purpose of development management, planning law and the policies used within the field of land use planning.  | **Essential** |
| Understanding of the purpose and processes of local authority planning. | Knowledge of County mineral and waste planning matters and Regulation 3 applications for the County Council’s own development and the processes involved in the determination of a planning application. | **Essential** |
| Knowledge of the duties, structure and accountabilities of local government and key partners of the business area. | Understanding of the structure and organisation of local government and the key stakeholders and consultees for planning as well as national planning policies and guidance. | **Essential** |
| Practical knowledge of dealing with and negotiating with planning bodies, developers, members of the public and key stakeholders. | Understand how to represent the business area in relation to planning applications, positively engaging with partners, senior officers, members and keystakeholders. | **Essential** |
| **Skills** |  |  |
| Excellent interpersonal and negotiation skills – able to communicate and correspond in a professional, open and constructive manner. | Able to communicate effectively with a variety of audiences with different levels of understanding, including elected Members, members of the public. Able to foster positive and constructive relationships with all participants in the planning process. | **Essential** |
| Ability to prioritise workloads and projects based on local factors and service requirements. | Ability to plan ahead and front load information to prepare for deadlines. Identifying and addressing issues as they arise and ensuring that workstreams are delivered within statutory and service timescales.  | **Essential** |
| Ability to react positively to issues, using your planning knowledge alongside negotiation and influencing skills to reach the desired outcomes. | Approach issues and problems in a calm, positive and constructive way, in line with the Council’s policies and values. | **Essential** |
| Ability to initiate and manage projects to produce high quality outputs within agreed timescales | Organising your workload and keeping accurate records to ensure that the legal planning record and the team’s internal records are complete.  | **Essential** |
| **Experience** | Give an idea of the type and level of experience required **do not** specify years of experience.  |  |
| Experience of researching and collating information to set out key information to provide accurate and timely reports and responses. | Researching legislation and policy and assessing against the topic, applying material planning considerations and explaining the planning balance.  | **Essential** |
| Demonstrable practical experience of using Microsoft Office, specialist databases and software packages as well as web based investigation tools. | Ability to access and process electronic information from a variety of internal and external sources to find legislation, guidance, planning histories and constraints. | **Essential** |
| Experience of researching, summarising and explaining complex legislation to different audiences. | Strong research and report writing skills are needed, as well as the ability to present complex information using the most appropriate format for the audience. | **Essential** |
| Experience of using logical reasoning and analytical skills to make appropriate recommendations. | Able to identify what constitutes relevant planning matters and produce a clear argument that leads to a logical conclusion and recommendation. | **Essential** |
| **Other** |  |  |
| To be able to undertake site visits as necessary. | The assessment of the acceptability of planning permissions requires site visits. | **Essential** |
| Full driving licence | Some of the planning application sites cannot be reached using public transport. | **Essential** |
| Flexibility to work from home or County Council other locations. | Approximately 80% of the time the post holer will be required to work from home. | **Essential** |
| Equality, Diversity and Inclusion (applies to all roles).  | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.    | **Essential** |
| Net Zero (applies to all roles).  | Ability to contribute towards our commitment of becoming a net zero organisation.    | **Essential** |

**Disclosure level**

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| --- | --- |
| What disclosure level is required for this post? | **None** |

**Work type**

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| --- | --- | --- | --- | --- | --- |
| What work type does this role fit into?  | Fixed  | **Hybrid**  | Field | Remote | Mobile |