

JOB DESCRIPTION	
Job Title	County Planning, Minerals and Waste Planning Officer
Service	Growth & Economy
Directorate	Economy, Transport & Environment
Job Title of Line Manager	Principal Planning Officer (Development Management)
Grade	Scale 5 – SO2

PURPOSE OF THE JOB

- To handle a caseload of 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 Growth and Economy Service.
- To provide monitoring and regulation of minerals and waste proposals which contribute towards the growth and economy of the County.

PRINCIPAL ACCOUNTABILITIES		% Relative Importance
1	Customer and Delivery Focus <ul style="list-style-type: none"> • Contribute to the delivery of customer oriented services for Development Management within Growth and Economy as directed by the Service Plan. • Deliver services and support which engage directly and appropriately with partners and consumers. • Communicate clearly and appropriately with different audiences. • Monitor the success of activities within Development Management and make recommendations to Lead Officers in relation to improvements required. 	30%
2	Service and Expertise <ul style="list-style-type: none"> • Provide professional/technical expertise for the Service in relation to determining planning applications. • Provide support and guidance in relation to Development Management, as appropriate and deal with enquiries that require specific knowledge and expertise. • 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 	20%

	<p>issues in Development Management and Minerals and Waste Planning.</p> <ul style="list-style-type: none"> Highlight any concerns relating to the business area and its activities to lead officers. 	
3	<p>Partnership working and co-operative working</p> <ul style="list-style-type: none"> Promote partnership working with a range of stakeholders in order to effectively consult on both pre-applications and planning applications and achieve service objectives. Work effectively in internal and external partnerships and with a range of stakeholders including other authorities and key organisations in Cambridgeshire in order to enhance the effectiveness and efficiency of service delivery. Actively support engagement with local organisations to ensure a mutual understanding is developed and maintained. 	15%
4	<p>Project work</p> <ul style="list-style-type: none"> As required, contribute to the determination of planning applications for minerals, waste and County Council development and input to the preparation of policy documents ensuring active input of development management expertise. Support project work to ensure that objectives are delivered within required quality, time and budget targets. Inspire people to contribute to corporate projects in order to see the delivery of better outcomes. Ensure value for money outcomes are achieved. 	15%
5	<p>Advice and Support</p> <ul style="list-style-type: none"> Provide advice to customers, colleagues and key stakeholders in relation to the expertise and activities of the business area. 	10%
6	<p>Communications and Liaison</p> <ul style="list-style-type: none"> Liaise with both internal and external stakeholders. Support effective communications between Development Management and its customers, partners and key stakeholders Contribute to the wider work and business areas of the Directorate through participation in working groups, as appropriate. Ensure that any wider CCC issues encountered are fed back to the appropriate team. 	10%

PERSON SPECIFICATION		
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<u>Qualifications</u>		
Essential <ul style="list-style-type: none">• Degree in relevant subject (Town Planning, Geography, Estate Management etc)• KS3 – 2 A-Levels (4 AS Levels) NVQ Level 3 or equivalent or• NVQ Level 2 or equivalent experience• Working towards recognised qualification in land use planning or equivalent		
Desirable <ul style="list-style-type: none">• Chartered membership of the Royal Town Planning Institute (MRTPI)		
<u>Knowledge and Experience</u>		
Essential <ul style="list-style-type: none">• Experience of working in a service related to Development Management/Planning/Growth• Experience of working in a service delivery role• Understanding of the purpose and working of the business area• Ability to deliver well written reports on planning applications in line with tight deadlines and the agreed Service Plan• Knowledge and understanding of any relevant legislation appropriate to the business area expertise• Ability to work in a safe manner• Ability to deal with and respond to enquiries and complaints		
Desirable <ul style="list-style-type: none">• Ability to develop projects• Knowledge of the structure of local government• Knowledge of structures and systems of key partners of the business area		

Skills

Essential

- Ability to negotiate with stakeholders
- Ability to write good reports
- Demonstrable ability to use IT systems
- Ability to work as part of a team
- Good interpersonal skills - able to communicate in a friendly, open and constructive manner
- Logical reasoning and analytical skills
- Ability to adapt and willingness to get involved in a variety of activities
- Ability to work on own initiative and to prioritise workload
- Commitment to ongoing personal and role development
- Commitment to continuous service development
- Flexibility to work outside normal office hours

Desirable

- Flexibility to work from home or other CCC locations
- Ability to travel around the county to areas where public transport is limited

Cambridgeshire behaviours:-

Working together

- I identify needs and initiatives for joint approaches to delivering services
- I work across and outside typical groups

Integrity

- I proactively identify and reliably respond to challenges to improve customer satisfaction
- I communicate this to colleagues and customers effectively

Respect

- I can identify the impact of my work on colleagues and customers
- I assess future needs and challenges, and put measures in place to meet these, appropriate to the groups affected.

Excellence

- I respond to and tackle current and future challenges, providing solutions in the work I undertake