**Job Description**

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| Job Title: Development Management Officer - (Strategic and Specialist Applications) |
| POSCODE: CCC0382 (Position ID 333008400) |
| Grade: P2 |

**Overall purpose of the job**

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

To help develop and sustain the development management function within the County Planning, Minerals and Waste Team. To deliver strategic and specialist development management including mineral and waste development and the County Council’s strategic (Regulation 3) projects within Cambridgeshire; thereby maintaining an adequate and steady supply of mineral and waste management capacity and supporting and enabling planned growth, including new settlements and urban extensions.

To project manage a caseload of strategic and specialist complex planning applications, prepare and present reports to Committee, undertake site monitoring visits and represent the Council at planning appeals, inquiries and hearings.

**Main accountabilities**

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

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|  | **Main accountabilities** |
|  | Ensure the delivery of a complex, strategic and specialist planning application caseload including formulating recommendations, preparing and presenting reports to Planning Committee, undertaking site monitoring visits and representing the Council at planning appeals, inquiries, and hearings, all within statutory deadlines or agreed timescales. |
|  | Implement effective strategies for the delivery of services and lead on strategic and specialist projects / planning applications engaging directly with applicants and consultees / stakeholders. |
|  | Provide professional expertise, knowledge, guidance and updates on complex strategic and specialist planning for minerals and waste and Regulation 3 developments, highlighting emerging issues in development management and areas of concern and working collaboratively with the management team to identify appropriate resolution and action. |
|  | Develop effective internal and external partnerships and work with a range of stakeholders including other authorities and key organisations in Cambridgeshire, exchanging relevant specialist and strategic projects information in order to ensure a mutual awareness and understanding of key issues and maximise the effectiveness and efficiency of service delivery. |
|  | Review and provide specialist professional planning advice to the Enforcement and Monitoring Team in the preparation of their chargeable site visit reports on complex mineral and waste management sites. |
|  | Further develop and maintain a professional specialist knowledge of complex county matter responsibilities encompassing minerals, waste management, the County Council’s strategic corporate development proposals and Development Consent Orders. |
|  | Provide specialist high level guidance and professional advice to  colleagues within the service area and beyond in relation to specialist development management processes through supporting, mentoring and coaching of other staff. |
|  | Monitor and evaluate the performance of outcomes within a caseload of strategic and specialist projects and make recommendations to lead officers in relation to improvements required. |
|  | Demonstrate an awareness and understanding of equality, diversity and inclusion. |
| 10. | 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** |
| A degree or equivalent experience | Planning or a related discipline | **Essential** |
| Member (or eligible for membership) | Chartered membership of the Royal Town Planning Institute (MRTPI) | **Essential** |
| Member or Fellow | Institute of Quarrying Chartered Institute of Wastes Management (MCIWM) | **Desirable** |
| Qualification or relevant experience | Planning Enforcement and / or Urban Design | **Desirable** |

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

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| --- | --- | --- |
| Identify | Describe | Essential/Desirable |
| **Knowledge** |  |  |
| In depth understanding of the purpose of County planning and the processes used within the field of development management (land use planning). | Knowledge of complex mineral and waste management, Regulation 3 / the County Council’s own development and strategic planning matters. | **Essential** |
| Demonstrable experience of working in a development management service at a senior level. | Dealing with a complex caseload of specialist mineral and waste planning applications and strategic projects. | **Essential** |
| In depth knowledge of the development management  process for County matters. | Understanding of and the structure and organisation of local government planning and national planning policies and guidance. | **Essential** |
| Demonstrable clear understanding of the need to engage with customers and the ability to deliver good customer relations. | Evidence of effectively representing the business area and service at a  level of engagement involving elected members, senior officers and key  stakeholders. | **Essential** |
| **Skills** |  |  |
| Strong effective written and oral skills across a range of media. | Committee report writing and presentation skills, able to communicate effectively with a variety of audiences with different levels of understanding, including elected Members. | **Essential** |
| Ability to understand, analyse and advise on complex and specialist issues. | To identify issues and offer and act upon their own sound, strategic, professional and expert advice / decisions. | **Essential** |
| To be highly organised and motivated, and to be proactive and work under  own initiative. | To ensure service objectives are delivered within statutory or  agreed deadlines. | **Essential** |
| Proven interpersonal skills including sound diplomacy and the ability to  negotiate with developers and stakeholders. | Including sometimes  dealing with difficult and threatening customers having regard to the  Council’s policies and values. | **Essential** |
| Ability to identify needs and initiatives for joint approaches. | To reliably respond to challenges to improve customer satisfaction and deliver services across and outside typical groups. | **Essential** |
| **Experience** | Give an idea of the type and level of experience required **do not** specify years of experience. |  |
| Evidence of effectively representing the business area and service at a  level of engagement involving elected members, senior officers and key  stakeholders. | The ability to foster positive and constructive relationships with colleagues (internal and external), agencies, consultees and other participants in the  planning application process. | **Essential** |
| Experience of on responses and documentation for Development Consent Orders (DCOs) and / or Transport Works Act Orders (TWAO). | Providing specialist planning knowledge and co-ordinating contributions to formal submissions in the DCO / TWAO examination process. | **Desirable** |
| **Other** |  |  |
| To be able to undertake site visits to and attend liaison meetings out of hours as necessary. |  | **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? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | **Hybrid** | Field | Remote | Mobile |