

<b>JOB DESCRIPTION</b>	
Job Title	Principal Planning Officer - Development Management
Service	Growth & Economy
Directorate	Economy, Transport & Environment
Job Title of Line Manager	Business Manager - County Planning, Minerals and Waste
Grade	P3

### **PURPOSE OF THE JOB**

- To manage effective service provision and take day to day operational responsibility for the leadership, performance management and delivery of the development management function within the County Planning, Minerals and Waste Team of the Growth & Economy Service, including implementation of agreed performance measures and standards in relation to development management and the monitoring of development proposals. Ensuring these contribute to the quality of life for the people of Cambridgeshire by supporting growth and the economy of the County;
- To provide leadership which enables staff to contribute directly to the delivery of the Council's strategies, policies, plans and processes and to reach their full potential;
- To provide guidance, leadership and professional and technical advice, support and capacity in relation to Development Management and site monitoring work, and to discharge the Council's responsibilities with regard to minerals and waste planning and county council planning applications;
- To project manage a caseload of the most complex planning applications, prepare and present reports to Planning Committee and represent the Council at planning appeals, public inquiries and hearings.

<b>PRINCIPAL ACCOUNTABILITIES</b>		% Relative Importance
1	<p><b>Customer and Delivery Focus</b></p> <ul style="list-style-type: none"> <li>• Develop and manage the delivery of development management within the Growth and Economy Service as directed by the Business Manager in line with the Service Plan;</li> <li>• Devise and implement strategies for the delivery of development management services and support which engage directly and appropriately with partners and consumers;</li> <li>• Organise and oversee the delivery of timely planning decisions and site monitoring visits within the development management function to ensure customer focussed and sustainable development solutions that are cost effective;</li> <li>• Communicate clearly and appropriately with different</li> </ul>	30%

	<p>audiences and partners in order to ensure mutual awareness and understanding;</p> <ul style="list-style-type: none"> <li>• Provide professional guidance and advice to colleagues and Members on the interpretation of development management processes, and assist the Enforcement and Monitoring Team with any queries that may arise over the planning history of complex sites;</li> <li>• Monitor and evaluate the success of activities within Development Management and make recommendations to lead officers/business managers in relation to improvements required.</li> </ul>	
2	<p><b>Service &amp; Expertise</b></p> <ul style="list-style-type: none"> <li>• Lead on the provision of development management expertise to optimise the service and ensure compliance with the Council's legal responsibilities;</li> <li>• Take a lead on aspects of service expertise within Development Management as appropriate and deal with enquiries that require additional knowledge and expertise;</li> <li>• Manage, develop and maintain knowledge and contribute to sub-regional and local developments relating to development management and minerals and waste, to ensure effective service delivery;</li> <li>• Impart knowledge and expertise on development management and minerals and waste, through mentoring and coaching of other staff in order to strengthen the functions skills base of the County Planning, Minerals and Waste Team;</li> <li>• Inform and advise management team and staff on emerging issues in development management in order to ensure compliance with the Council's legal responsibilities;</li> <li>• Identify future development and areas of concern relating to the business area and work collaboratively with the management team and appropriate other officers to identify appropriate resolution or action.</li> </ul>	20%
3	<p><b>Partnership working and co-operative working</b></p> <ul style="list-style-type: none"> <li>• Manage, develop and promote partnership working in order to achieve service objectives including a coordinated approach to site monitoring and enforcement;</li> <li>• Promote and develop effective internal and external partnerships and work with a range of stakeholders including other authorities and key organisations in Cambridgeshire to achieve cost-effective joined-up working;</li> <li>• Exchange relevant information with internal and external stakeholders in order to ensure a mutual awareness of key issues.</li> </ul>	15%

4	<p><b>Project work</b></p> <ul style="list-style-type: none"> <li>• Plan, manage and lead on the most complex planning proposals/projects including providing pre-application advice to developers; analyse and assess major planning applications; and assist in the preparation of the Minerals and Waste Local Plans attending, when appropriate, initiatives and events ensuring active engagement by identified participants;</li> <li>• Project manage a caseload of the most complex planning applications; organise / conduct site monitoring visits; prepare and present reports to Planning Committee; and represent the Council at planning appeals, inquiries and hearings;</li> <li>• Guide and manage project work to ensure that objectives are delivered within required quality, time and budget targets;</li> <li>• Inspire people to contribute to corporate projects in order to see the delivery of better outcomes;</li> <li>• Ensure value for money outcomes are achieved.</li> </ul>	15%
5	<p><b>Advice and Support</b></p> <ul style="list-style-type: none"> <li>• Provide advice to customers, colleagues and key stakeholders in relation to the expertise and activities of the business area;</li> <li>• Provide support to partner organisations in relation to the activities of the business area to facilitate effective joined-up working.</li> </ul>	10%
6	<p><b>Representation, Communications and Liaison</b></p> <ul style="list-style-type: none"> <li>• Represent the business area and service at meetings with internal and external stakeholders in order to ensure effective communications;</li> <li>• Promote effective communications between the business area and its customers, partners and key stakeholders;</li> <li>• Contribute to the wider work and business areas of the Directorate through participation in working groups, as appropriate;</li> <li>• Ensure that any wider CCC issues encountered are fed back to the appropriate team.</li> </ul>	10%

<b>PERSON SPECIFICATION</b>	
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## **Qualifications**

### **Essential**

- A Degree or equivalent experience; and
- Eligible for chartered membership of the Royal Town Planning Institute (MRTPI).

### **Desirable**

- Management qualification – Certificate in Management;
- Member or Fellow of the Institute of Quarrying;
- Member of the Chartered Institute of Wastes Management (MCIWM);
- Planning enforcement qualifications or relevant experience.

## **Knowledge and Experience**

### **Essential**

- Demonstrable experience of developing and delivering successful services in the business area, with an understanding of the issues surrounding County Planning, Minerals and Waste in terms of development management;
- Demonstrable track record of successful management of a service delivery role;
- In depth understanding of the purpose and working of the business area;
- Ability to deliver services in line with an agreed Service Plan;
- In depth knowledge and understanding of any relevant legislation appropriate to the business area;
- In depth knowledge of the structure and organisation within the business area at local and national level;
- Ability to manage, coach and mentor a team of staff members;
- Ability to deal with and respond to complex enquiries and complaints;
- Ability to represent the business area and service with elected members, senior officers and key stakeholders;
- Ability to work in a safe manner.

### **Desirable**

- Experience of planning related site monitoring and enforcement;
- Ability to design, develop and manage projects and to look for ways to exploit alternative funding sources;
- Knowledge of the structure of local government;
- Knowledge of structures and systems of key partners of the business area.

## **Skills**

### **Essential**

- Ability to lead a team and to manage change;
- Ability to plan, prioritise and organise workloads and to ensure that deadlines and agreed targets are met;
- Ability to negotiate with developers/owners and other stakeholders;
- Good report writing skills;

- Ability to use IT systems;
- Ability to work as part of a team and lead key areas of work and strategic projects for the business area;
- Excellent interpersonal skills;
- Logical reasoning and analytical skills;
- Ability to adapt and willingness to get involved in a variety of activities, including secondment opportunities on behalf of the authority;
- Ability to work on own initiative and to ensure that service objectives are achieved;
- Sound diplomacy skills;
- Ability to mentor and develop others;
- Commitment to ongoing personal and role development;
- Commitment to continuous service development.

**Desirable**

- Able to exploit the marketing potential of services and generate new sources of funding and income.

**Other Special Requirements**

**Essential**

- A full driving licence;
- 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, including out of hours meetings where necessary.

**Cambridgeshire behaviours:-**

**Working together**

- I think creatively about opportunities to work together, building rapport;
- I deliver results across team and organisational boundaries.

**Integrity**

- I focus on outcomes and am self-motivated;
- I am able to think and plan strategically to deliver services that are based on colleague and customer feedback and input, with decisions being made openly and transparently.

**Respect**

- I identify areas for improvement to meet the diverse needs of customers and colleagues;
- I challenge poor use of built and natural resources, delivering improvements.

**Excellence**

- I consistently review current practice both in the work I do and in the work of my team;
- I identify and deliver best practice.