**Job Description**

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| Job Title: Planning Coordinator |
| POSCODE: CCC0101 333008484 |
| Grade: Scale 6 |

**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.

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 support the provision of services to the Development Management and Enforcement teams to enable them to contribute effectively to the quality of life for the people of Cambridgeshire by supporting growth and the economy of the County.
* To provide technical planning support to principal officers and managers within the County Planning, Minerals and Waste Team.

**Main accountabilities**

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| --- | --- |
|  | Provide technical planning support and advice relating to the processing and validation of planning applications for Minerals and Waste, and Regulation 3 development. |
|  | Undertake general administrative duties for the Service in relation to Development Management, Enforcement and Policy, including managing invoicing. |
|  | Assist in the day to day use of the planning software system and contribute to the maintenance and development of specialist IT systems used by the planning team. |
|  | Contribute to the delivery of customer oriented services for the Development Management and Enforcement Teams within the County Planning Minerals and Waste Team. |
|  | Support clear and appropriate communications with different audiences including planning enquiries, complaints and compliments, engaging directly and appropriately with partners, planning applicants and agents. |
|  | Produce the DCLG statistics and internal performance statistics in a timely manner. |
|  | Support the delivery of projects and initiatives including the formal notification and community engagement processes associated with planning applications. |
|  | Maintain practical liaison and working relationships with other departments and organisations to maximise the effectiveness and efficiency of service delivery and highlight any concerns relating to Development Management activities to lead officers. |
|  | Assist in monitoring the success of activities within the business area and in making recommendations to Lead Officers in relation to improvements 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** |
| 5 GCSEs at grade A-C; or  NVQ Level 2 or equivalent experience | Maths and English GCSEs | **Essential** |
| Recognised technical officer qualification in the business area including technical membership of the Royal Town Planning Institute | Town Planning, Business administration or similar | **Desirable** |
| A related degree to allow potential further studying opportunities | Geography, Town Planning, Estate Management | **Desirable** |

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

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| --- | --- | --- |
| Identify | Describe | Essential/Desirable |
| **Knowledge** |  |  |
| An awareness of the workings of the business area | Understand the purpose of development management (planning) and the process for determining a planning application. | **Essential** |
| Awareness of legislation relevant to the business area | Aware of the different types of planning application that the County Council deals with: mineral and waste and Regulation 3 applications (for the County Council’s own development). | **Essential** |
| Awareness of the structure and key policies of CCC | Understand the structure, organisation and purpose of the County Council and local government. | **Essential** |
| **Skills** |  |  |
| Strong IT skills, confidence using a variety of IT systems | Able to use Microsoft 365, Teams, Word and Excel. | **Essential** |
| Good interpersonal skills | Able to communicate in a friendly, open and constructive manner. | **Essential** |
| Effective team working | Able to collaborate and communicate to ensure key tasks and projects are completed. | **Essential** |
| Ability to work under instruction to complete daily and weekly tasks in line with agreed processes and procedures | Able to plan and organise your own workload with minimal supervision, seeking help when there are issues. | **Essential** |
| **Experience** | Give an idea of the type and level of experience required **do not** specify years of experience. |  |
| Experience of producing work with a high degree of accuracy | Consistently producing work to a high standard, with minimal errors | **Essential** |
| Experience of responding to enquiries and requests for information | Experience of effective communication with a variety of audiences with different levels of understanding. | **Essential** |
| Experience of working on different projects and willingness to get involved in a variety of activities | Experience of taking on new tasks and designing processes for handling new workstreams. | **Essential** |
| Experience of using GIS or similar IT mapping systems | Experience of learning, using and creating user guides for specialist software. | **Desirable** |
| **Other** |  |  |
| 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 |