**Job Description**

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| Job Title: Consents Project Manager (NSIPS, TWAO and DCO) |
| POSCODE:  |
| Grade: P2 |

**Overall purpose of the job**

To develop and manage responses to major development projects, instilling project management best practice to co-ordinate with internal and external stakeholders and deliver effective, sustainable County Council infrastructure that contributes to successful communities

**Main accountabilities**

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

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|  | **Main accountabilities** |
|  | To project manage County Council corporate response to the delivery of the growth agenda, individual developments and infrastructure projects, including Nationally Significant Infrastructure Projects (NSIPs), and Transport and Works Act Orders (TWAOs). Co-ordinate input from all County Council services. Establish the information management systems to facilitate virtual teams to collaborate. Work with partners to ensure there is a shared understanding of the issues and risks, and working to the same programme. Coordinate responses and representations from technical officers within strict deadlines.  |
|  | Ensure that the communication between the County Council and external stakeholders e.g, Local Planning Authority Officers is effective to ensure the timely provision of information and responses. Work with partners to ensure there is a shared understanding of the issues and risks, and parties are working to the same programme. Be a primary contact for partner stakeholders. Liaise between County Council technical officers and developers to foster good working relationships throughout the DCO and TWAO processes.  |
|  | Ensure there is relevant, up-to-date information on projects to be able to inform Senior Management and Members. Assist communications with Members and report to committee as required. Respond to Freedom of Information Requests. Attend public forums to represent the County Council. |
|  | Contribute to income generation, promoting Planning Performance Agreements with developers. Manage the recording of hours and invoicing.Review annually the pre application charges.  |
|  | Build and maintain effective internal and external partnerships and work with a range of key stakeholders, other authorities and key organisations including developers, to achieve cost-effective joined-up working and opportunities for our communities. |
|  | As project lead, in close collaboration with the relevant lead officers, develop the project plan, including key activities, resource needs, performance standards, milestones and deadlines. To regularly brief the Principal Consents Project Manager and Planning and Growth Manager to review progress regularly, taking action as needed to ensure that all requirements are met. |
|  | To manage the collation of, and assist in the analysis of, Relevant Representations, Written Representations and Local Impact Reports and other information, identifying issues raised in submissions and preparing appropriate reports as directed. |
|  | Identify future development and areas of concern relating to the business area and work collaboratively with the management team and other officers to identify appropriate resolution or action to support effective service delivery. |
| 10. | Demonstrate an awareness and understanding of equality, diversity and inclusion.   |

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| Qualifications Required | **Subject** | **Essential/****Desirable** |
| Degree, HND or equivalent or NVQ Level 4 or equivalent experience | Planning, Project Management or related discipline  | Essential  |
| Planning qualification or recognised professional qualification in the business area  | Nationally recognised qualification in Planning Enforcement or Town Planner Eligible for MRTPI | Desirable |
| Recognised Project Management Qualification  | Project Management | Desirable |

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

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| --- | --- | --- |
| Identify  | Describe | Essential/Desirable |
| **Knowledge** |  |  |
| Leadership and management  | Knowledge and understanding | E |
| Local Government Planning and National Significant Infrastructure Projects (NSIPS), Transport and Works Act Orders (TWAO) and Development Consent Orders (DCO). | Understanding of the purpose and working of the business area  | E |
| Knowledge and understanding of relevant legislation appropriate to the area of business expertise | E |
| Knowledge of the structure and organisation within the business area at local and national level | E |
| Knowledge of structures and systems of key partners of the business area | D |
| Administration and data handling | Knowledge of relevant data protection and public access legislation such as GDPR and FOI | E |
| Health & Safety | Knowledge of Health and Safety legislation  | E |
| Knowledge of best practice in producing risk assessments and safe systems of work applicable to the business area | D |
| **Skills** |  |  |
| Management  | Ability to work on own initiative and to ensure that service objectives are achieved | E |
| Ability to develop and deliver successful services in line with an agreed Service Plan | E |
| Ability to manage, motivate, develop, coach and mentor others | E |
| Ability to represent the business area and service with elected members, senior officers, key stakeholders and members of the public | E |
| Ability to plan and organise and to ensure that deadlines and agreed targets are met | E |
| Logical reasoning and analytical skills  | E |
| IT  | Demonstrable ability to use a variety of software packages, particularly MS Teams and Sharepoint | E |
| Communication | Highly developed communication and interpersonal skills  | E |
| Ability to lead complex and sensitive discussions on technical legal issues | E |
| Ability to communicate successfully in a political environment, including leading on the development of effective relationships with members and lead members of committees. | E |
| Ability to maintain and explain an opposing position using assertion, tact and diplomacy | E |
| Ability to negotiate with stakeholders | E |
| General | Commitment to continuous service development | E |
| Commitment to ongoing personal and role development | E |
| Ability to adapt and willingness to get involved in a variety of activities | E |
| **Experience** | Experience of responding positively to the challenges of change and to the development and delivery of large scale, complex projects, and programmes. | E |
| Ability to represent Cambridgeshire at a national level as needed and input into national debates support the council’s strategic priorities. | E |
| Leadership and Management | Proven experience of leading and developing high performing staff, teams.  | E |
| Productive Relationships | Proven experience in forming, leading and developing constructive relationships across a range of areas including members, partners, consultants, and stakeholders (internal and external).  | E |
| Financial Awareness and Management | Proven experience of successful management of projects within budgetary parameters.  | E |
| Presentation and Information | Proven communication skills, including strong report writing, and presentational skills, showing the ability to tailor communications to different types of audiences, promoting mutual awareness and understanding of complex and specialist planning matters.  | E |
| Negotiation | Excellent interpersonal skills, including sound diplomacy and the ability to negotiate with developers and stakeholders, including difficult customers.  | E |
| Change Management | Experience of supporting service and organisational change. | E |
| **Other** |  |  |
| **Full Driving Licence** | To enable site visits to be undertaken and liaison meetings to be attended out of hours as necessary. | E |
| 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. E |

**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 |