

JOB DESCRIPTION and PERSON SPECIFICATION

Post Title:	Major Schemes Officer
Service Area:	Planning and Economic Development
Reports to:	Strategic Growth Manager
Scale:	7

Overall Purpose

- To make development acceptable in planning terms

Overall Purpose of Job

- To project manage a range of large scale strategic development projects
- To lead and effectively project manage the consideration and negotiation of complex major planning applications and associated matters under the guidance of the Strategic Growth Manager and Planning & Economic Development Group Manager.
- To take a positive and proactive lead in the delivery of high quality sustainable development in the District.
- To work closely with and assist the other members of the Strategic Growth Team to ensure that all aspects of the service are constantly kept under review and improved and that the department is able to respond to events and workloads using a systems thinking and customer focussed approach.

Guiding Organisational Principles

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| <ul style="list-style-type: none"> Leading “Brilliantly” Being accountable Doing what matters for the customer Doing what matters for staff | <ul style="list-style-type: none"> Doing Value work Reducing Waste Ambition for the Council Determination to succeed |
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Key Roles, Tasks and Responsibilities

1.	Project managing major strategic projects
2.	<p>The processing of major planning applications. This will include:</p> <ul style="list-style-type: none"> The registration and validation of planning applications in accordance with statutory and local requirements. Undertaking consultations in accordance with statutory and local requirements. The development of project plans, as necessary Carrying out site inspections. Negotiating and communicating with applicants, agents and consultees. Advising members of the public, parish councils, District Councillors and MPs. Assessing proposals against their conformity with national and local planning policies and guidance and all other material considerations (including representations made by consultees) Taking a lead role in the negotiation of S106 agreements Preparing reports and making recommendations to Planning Committee. Attending Planning Committee site visits and presenting applications at Committee. Issuing decision notices in accordance with the statutory and other procedures of the department including incorporating conditions and reasons for refusal.
3.	To provide pre-application advice on major development proposals.
4.	To support and develop any bids for external funding to aid the delivery of high quality and sustainable development.

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5.	To establish project plans for the delivery of major development proposals and a timetable against which key decisions would need to be made. To ensure the project is advanced in a timely manner and to identify key risks to project delivery.
6.	To facilitate a positive collaborative working relationship with key stakeholders by maintaining regular and effective liaison with partner agencies to aid the consultation process, resolve issues, aid the timely delivery of development and to maximise public benefit.
7.	For strategic development proposals, to develop and organise an appropriate project management structure, including an overall steering group and working groups (as appropriate) to lead on and consider specific development issues.
8.	In appropriate circumstances, to negotiate and secure Planning Performance Agreements.
9.	To continue to work proactively and positively to facilitate the delivery of major development proposals and supporting infrastructure after the grant of planning permission.
10.	To represent the District Council at meetings in relation to major development proposals as necessary.
11.	To write commissioning briefs for professional consultants to advise the Council on development proposals as necessary such as independent financial appraisals. To effectively manage the tender, appointment and assessment process in accordance with statutory requirements and Council policy. To effectively manage the consultants and to ensure the cost effective and timely delivery of the commissioned work.
12.	Carrying out all tasks associated with the processing of planning appeals including appearing as a professional witness at Informal Hearings and Public Inquiries.
13.	Proactively support the professional development of members of the wider Development Services Team, to mentor Planning Officers and Senior Planning Officers and to review recommendations made on delegated planning and other applications by Planning Officers.
14.	To work closely with and assist the other members of the Strategic Growth Team under the guidance of the Strategic Growth Manager to ensure that all aspects of the development management process and performance are constantly kept under review and improved using a systems thinking and customer focussed approach and that the section is able to respond to events and workloads as appropriate.
15.	Liaising with the Development Strategy Team and other Council Departments in dealing with development proposals and providing advice, guidance and support to the Development Strategy Team.
16.	Liaising with Planning Enforcement Officers and providing advice, guidance and support to the Enforcement Team.
17.	To assist all other sections within the Council in the provision of information and advice on development management matters such as providing information for Freedom of Information Act requests.
18.	To undertake work as part of the broader Planning Service including manning reception and assisting with the workload of the wider Planning Service.
19.	To maintain effective business continuity arrangements.

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20.	To maintain an up-to-date knowledge of best practice relevant to the job role, new legislation and local and national policy and all issues relevant to the development management function.
21.	Attendance at designated training sessions as necessary, which may be out of normal working hours and/or at other establishments.
22.	Attendance at evening meetings will be required.
23.	Any other duties as maybe required by the Strategic Growth Manager and Planning & Economic Development Group Manager.

Post Characteristics	
Essential qualifications	A relevant planning qualification such as a Degree in Town Planning recognised by the RTPI. Full driving licence.
Allowances	Essential user car allowance Payment of professional fees
On call/emergency situations	No
Politically restricted posts	Yes
Checks (CRB/Baseline security check)	No

Health and Safety Responsibilities -	
	<ol style="list-style-type: none"> 1. To be familiar with and at all times comply with corporate and local health and safety policies and procedures as amended or added to from time to time. 2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action. 3. To take reasonable care for the health and safety of yourself and others. To not intentionally or recklessly interfered with or misuse anything that has been provided in the interests of health and safety. To maintain Personal Protective Equipment and to report any PPE that is defective. 4. To adhere to the lone working procedures.
This job description may be reviewed and amended, in consultation with the postholder, in the light of any organisational developments within the Authority.	

Emergency Planning/Response Responsibilities	
	To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity Plans and other associated documents.

Job Description Details	
Reviewed by:	Louise Hryniw, Strategic Growth Manager
Latest Version Date:	September 2019

PERSON SPECIFICATION

Job Title Major Schemes Officer

Division Strategic Growth – Planning and Economic Development

Date completed September 2019

Completed by Louise Hryniw, Strategic Growth Manager

Criteria	Essential (E)/ Desirable (D)	Method of assessment (See overleaf)
<u>Knowledge</u>		
Clear understanding of the concept of development management and enabling good development.	E	2, 3 & 4
An extensive knowledge of current planning legislation and statutory regulations.	E	3 & 4
An understanding of how to project manage and facilitate the delivery of large scale development proposals and how to balance conflicting pressures to negotiate a positive outcome which best serves the District.	E	2, 3 & 4
<u>Skills/abilities</u>		
Personal integrity and political sensitivity.	E	3 & 4
Takes pride in ensuring the delivery of high quality sustainable development.	E	3 & 4
Ability to communicate effectively at all levels with excellent verbal and written communication skills.	E	2, 3 & 4
High level of accuracy and attention to detail.	E	3 & 4

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Ability to work under pressure.	E	3 & 4
Ability to organise own workload, prioritise and meet deadlines and make appropriate adjustments when required.	E	3 & 4
Urban design skills.	E	3 & 4
Ability to work with a wide range of people, including local authorities, Parish Councils, agencies and other organisations.	E	3 & 4
<u>Experience</u>		
A minimum of five years development management experience.	E	3, 4 & 5
Demonstrable experience of processing major planning applications of over 100 dwellings and over 2,500 sq metres of commercial floorspace including evidence of project management, using own initiative and making balanced and clear judgements based on local and national planning policy and any other material planning considerations.	E	3 & 4
Presenting applications at Planning Committee	E	3 & 4
Appearing as an expert planning witness at a Planning Informal Hearing and/or Public Inquiry.	D	3 & 4
Experience of supervising and mentoring staff.	D	3 & 4
<u>Qualifications</u>		
Degree or postgraduate qualification in Town and Country Planning	E	3 & 5
Evidence of continuing professional development	E	3 & 5
Chartered Membership of the Royal Town Planning Institute.	D	3 & 5

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<u>Other</u>		
Full driving licence.	E	3 & 5
Use of a car for business purposes.	E	3 & 5
Ability to undertake site visits.	E	3 & 4
Ability to attend evening meetings.	E	3 & 4

1. Test prior shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence