



Job profile

Service and job specific context statement

Directorate:	Business and Environmental Services
Service:	Growth, Planning and Trading Standards
Post title:	Team Leader
Grade:	N
Responsible to:	Head of Matrix Services
Staff managed:	Manages a team of specialist professionals
Date of issue:	May 2021
Job family:	P&T - Professional & Technical

Job context

The County Council's Planning Services play a fundamental role in managing the natural and built environment, ensuring that the future development needs of the county can be accommodated to make it a better place in which to live and work. The Authority performs a regulatory function in respect of minerals and waste-related development proposals for both the public and the private sectors; develops long-term strategic planning policy in the preparation and formal adoption of the Joint Minerals and Waste Local Plan and provides specialist input into the County's planning role at the strategic and sub-regional level.

This role involves the handling of planning applications for minerals development e.g. limestone quarries, sand pits, oil and gas well exploration, appraisal and production sites etc. as well as those for waste developments e.g. recycling centres and energy from waste facilities etc. and those for the County Council's own developments in respect of its land and buildings e.g. schools, roads, etc.

Furthermore the regulatory role of the County Council seeks to ensure that the minerals and waste-related developments in operation around the county are effectively monitored to ensure compliance with the relevant consents. Where non-compliance is discovered or complaints of unauthorised development takes place this can lead to the instigation of appropriate investigations and any subsequent enforcement action.

Note: This is a politically restricted post as defined by the Local Government and Housing Act 1989.

Job specifics

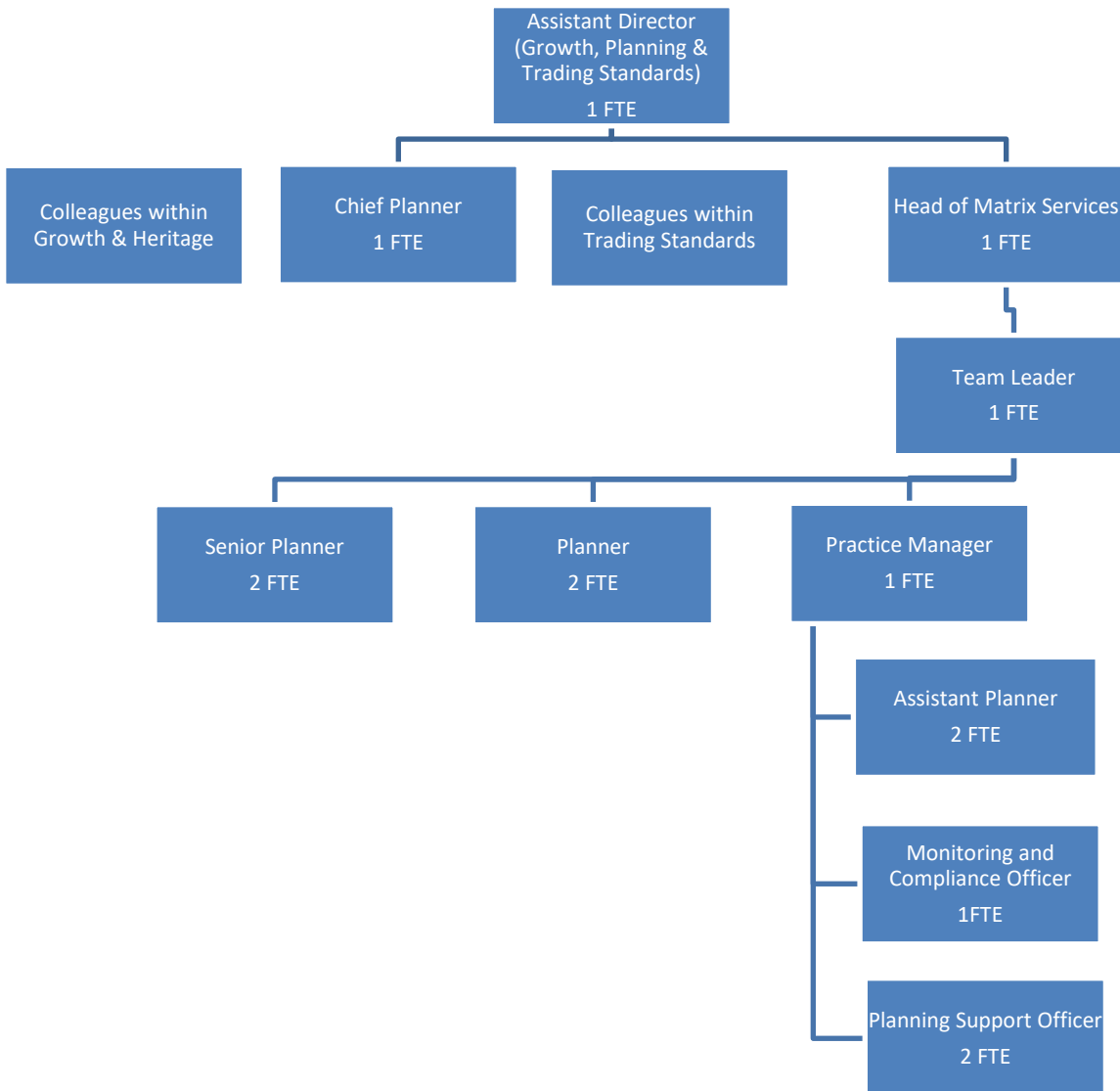
- The post-holder will be expected to have attained the requisite knowledge, skills and experience to perform the duties identified.
- As a minimum, the post-holder will hold a post-graduate Planning qualification and have attained chartered membership of the RTPI and have demonstrable attributes to be able to deal with the most complex, controversial and high-profile of cases and issues related to planning.
- To be aware of and apply the requirements and procedures under the provisions of the police and Criminal Evidence Act (PACE)
- To exercise at all times professional judgement, following the RTPI's Code of Professional Conduct in the carrying out of the duties of the post and maintain an up-to-date knowledge of all legislation applicable to aspects of planning practice;
- The post-holder is expected to undertake a minimum of 50 hours of Continual Professional and Personal Development activity in any two year period.
- The post holder will be using the following systems:



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- MS Office
- GIS
- MasterGov XP & MyView;

Structure





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Job Description

Job purpose

- To support the Head of Planning Services by leading the performance reporting of the service;
- Be responsible for the delivery of the County Council's statutory and related functions in respect of both minerals and waste planning policy formulation and development management; and
- To contribute to the overall operational efficiency of Growth, Planning and Trading Standards.

Operational management

- Ensure delivery of effective planning functions to meet any national and local framework targets or performance indicators including the setting and monitoring of service plan targets;
- Support the Head of Planning Services and contribute to the Planning Services Management Team as appropriate;
- Actively participate in and encourage engagement from all team members in preparation and delivery of the annual Service Plans
- To assist the Head of Planning Services in identifying the needs of the Service in the strategic and service planning processes, including implementing and delivery of Service Plans and any service improvements.
- Formulate and co-ordinate work programmes for staff ensuring effective team working arrangements for all staff within Planning Services;
- Oversee the liaison of Officers with members of the public, Agents / Applicants, other County Council Directorates and other external bodies who seek advice or assistance in relation to planning legislation;
- To act as the Service Specialist in relation to both development management (including being the Service Lead on the most complex, controversial and/or high-profile of applications) and the formulation of minerals and waste planning policy
- To act as Service Specialist to lead on the production, monitoring and review of the Joint Minerals & Waste Local Plan as well as Sustainability Appraisal and Strategic Environmental Assessment and the preparation of Supplementary Planning Guidance (SPDs) and other statutory and non-statutory planning policy documents.
- Act as the Lead Officer in the provision of advice to both management and other staff on the interpretation, implementation and review of relevant legislation and providing and delivering informal training to relevant staff as required by the Head of Planning Services (including the preparation of internal practice, procedure and advice notes) in order to facilitate service efficiency improvements;
- To monitor and ensure the timely preparation of Officer Reports and any other documentation in relation to development management, enforcement proceedings (including the preparation of Witness Statements) and/or planning policy formulation and act as the Lead Officer in the presentation of Officer Reports to Committee unless the case in question warrants the presentation by the relevant Case Officer depending upon the prevailing circumstance and/or service priorities.
- Deputise for the Head of Planning Services in presenting reports to the County Council's Planning and Regulatory Functions Committee and at formally convened Committee Site Visits as required;



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- To assist the Head of Planning Services in providing support for the Chair and Committee Members;
- To act as service representative on working groups or other bodies relevant to the operations of the service and attend meetings as designated by the Head of Planning Services and report accordingly;
- To provide planning advice in respect of minerals and waste management issues to the public, developers, specialist bodies and other Service Areas of the County Council;
- To represent the Council at Public Meetings held in respect of planning applications, Examinations in Public held in respect of planning policy documents and/or Court appearances in respect of enforcement proceedings by the Council;
- To lead on any planning appeal, ensuring due process is followed and lead on the preparation of evidence relating to appeals through Written Representations, Informal Hearings or Public Inquiry procedures representing the Council as Expert Witness as and when required to do so and, also lead on cases in respect of Judicial Review;
- Deal with any complaints and/or facilitate any Ombudsman investigation;
- Supervise the regular review of operational sites in respect of staff members' *'portfolio of sites'* to ensure compliance with planning conditions and obligations pertaining to permissions and maintain the County Council's Site Monitoring Regime including the preparation of the Site Monitoring Reports. Provide updates to the Head of Planning Services of any non-compliance with planning conditions and/or obligations or unauthorised development together with a plan of action for rectification/resolution.;
- Satisfy statutory requirements in respect of the Periodic Review of current mineral planning permissions;
- Manage site visits, investigations and/or other enforcement or administrative activities in relation to Planning Services ensuring the County Council's policies and procedures for risk management are adhered to.
- Take reasonable care for own health and safety and that of other persons who may be affected by the performing the duties of this post, and, where appropriate, to safeguard the health and safety of all persons and premises under the post holder's control and guidance in accordance with the provisions of Health and Safety legislation, Council and Service codes of practice and procedures;
- Ensure all clients/stakeholders or associations or groups representing such, that are affected in any way by the post holders responsibilities, are managed equally and fairly with the most effective use of resources allocated to the post holder.
- To deal with requests made under the provisions of the Freedom of Information Act 2000 and Environmental Information Regulations etc. as and when required.
- Deputise for the Head of Planning Services as required.

Resource Management

- Manage resources and lead and direct staff assigned to ensure the achievement of service delivery in line with service, directorate and corporate plans.
- Manage team budgets, where delegated,
- To be responsible for the recruitment, management and development of staff as allocated,

Communications

- To manage the provision of planning advice to members of the general public, prospective applicants, agents, internal and external stakeholders including specialist agencies by members of staff;
- To oversee and ensure general enquiries for advice and assistance relating to planning are responded to by staff members in both an effective and timely manner;



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	<ul style="list-style-type: none"> • To oversee and ensure responses to consultation by other organisations planning matters are handled in both an effective and timely manner; • To oversee and ensure that requests for Local Searches (and other information and documents held by Planning Services) from external agencies and private individuals in accordance with the adopted Charging Schedule are responded to in both an effective and timely manner; • To represent Planning Services at Public Meetings, Working Groups and/or other meetings, as directed by the Head of Planning Services and report accordingly; • To represent the County Planning Authority at already established and any Local Liaison Meetings / Consultative Committees (or any other forum) with the purpose of on-going engagement between site operators, local communities and the County Council as Planning Authority. • Prepare and disseminate information to the Service on updates to legislation or procedures as designated by the Assistant Director (Growth, Planning and Trading Standards).
Partnership / corporate working	<ul style="list-style-type: none"> • Provide support and oversight to any convening '<i>Development Team</i>' in respect to major projects, as and when pre-application discussions arise. • Ensure the County's role in regional and sub-regional minerals and waste planning is delivered by working with other local authorities and major organisations to achieve this, and represent the County Council on strategic level forums, groups and meetings.
Systems and information (NB all posts need changing)	<ul style="list-style-type: none"> • Ensure all service systems are operated in accordance with relevant adopted policies and procedures for their use and ensure that records and databases are maintained and developed as necessary; • Ensure that all public information provided on the planning-related pages of the County Council's web-site are accurate and up-to-date; • The post-holder will ensure that all records are accurate and up-to-date in order that relevant data for inclusion in statistics for performance management purposes and national statistics.

Person Specification

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> • Demonstrable breadth of understanding of : <ul style="list-style-type: none"> • practice and procedure dealing with the processing of planning applications including the relevant regulations and statutes relating to development control; • environmental, economic and social issues related to town and country planning in relation to both development management and planning policy formulation; • operational issues relating to the land-use planning aspects of minerals and waste development; • practice and procedures of local government structures; • development plan preparation, policy formulation, monitoring and review procedure and legislation; 	<ul style="list-style-type: none"> • Understanding of changes in waste and minerals technologies. • Knowledge and understanding of the application of workplace Health & Safety legislation. • Understanding of local government structures



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<ul style="list-style-type: none"> • practice and procedure in presenting evidence to Informal Hearings, Examinations in Public and Public Inquiries as well as acting as Expert Witness in respect of enforcement proceedings. • Knowledge and ability to process technical, complex and contentious planning applications to council and local communities. • Detailed understanding of the detailed technical aspects of the various industries relating to minerals and waste such as the oil and gas industry for example. 	
<p>Experience</p> <ul style="list-style-type: none"> • Significant experience of: <ul style="list-style-type: none"> • successfully managing, motivating, leading, developing and supporting a team, formulation of both team and individual work programmes, managing and monitoring team performance; • dealing with technically complex, contentious and/or controversial planning applications preferably minerals and waste-related; • dealing with and effectively negotiating with members of the general public, Action and/or Campaign Groups, senior professionals and other stakeholders and elected Members of the Council; • preparing reports and presentation material for Committee meetings; • undertaking the regulatory functions of a Planning Authority, encompassing minerals and waste planning and Council-commissioned development; • presenting evidence at Public Inquiries/Examinations in Public and Court proceedings; • working in partnership with other service delivery partners or bodies; • formulating minerals and waste planning policy; and, • working in a large and complex corporate and political environment. • working on planning application in relation to oil and gas development • dealing with applications in respect of Environmental Impact Assessment development • presenting reports to planning committee 	
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Project Working Skills You have the ability to oversee the delivery of strategic projects, reviewing and making amendments as necessary. • Persuading, Influencing and Negotiation Skills You confidently use persuasion, influencing and/or negotiation techniques to influence others in difficult situations. Ability to communicate and negotiate effectively with members, senior professionals, members of the public and local communities • Problem Solving Skills Uses strategies and techniques to identify a range of solutions to overcome problems • Analytical Skills Analyses information from a range of sources, probing for further information or a greater understanding where necessary. Separates information into component parts to identify trends and projections. Pinpoints key information from large amounts of complex data to influence well-reasoned conclusions. 	<ul style="list-style-type: none"> • Public Speaking and Presentation Skills • Ability to provide an engaging and impactful presentation or speech



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<ul style="list-style-type: none"> • Audit Skills Utilises audit skills during inspections, investigations and for performance management purposes. • Decision Making Skills Exercises professional judgement to make key decisions which have wide reaching implications. Ability to evaluate situations in the field when dealing with members of the general public and operators and react appropriately. • Communication and IT Skills Uses high level communication skills with people at all levels. Communicates with people on complex matters, issues and ideas and/or in complex situations. Demonstrable IT Skills • Resilience Skills Effectively copes with conflicting and complex demands. Works productively in a pressurised environment. • Organisational Skills Monitors performance against deadlines and milestones and delegates effectively to ensure targets are met. • Investigative Skills An investigative nature with the ability to draw information from a variety of sources, dissect and draw appropriate conclusions. • Managing Challenging Behaviour Skills Able to prevent and/or manage challenging behaviour. Takes constructive action to prevent triggers occurring and minimise identified behaviour. Acts in a manner which is likely to promote calm and reassurance. • Budget Management Skills: Co-ordinates, monitors and reviews the use of financial resources 	
<p>Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role</p> <ul style="list-style-type: none"> • Post-graduate Diploma in town planning recognised and accredited by the Royal Town Planning Institute as the requisite qualification for acquiring Chartered Membership; <u>and</u> • Chartered Membership of the Royal Town Planning Institute 	<ul style="list-style-type: none"> • Membership of other related professions. • Recognised management qualification, training or equivalent demonstrable experience.
<p>Other Requirements</p> <ul style="list-style-type: none"> • Ability to travel across the county and other locations • Ability to attend meetings outside of normal business hours 	
<p>Behaviours</p>	<p>Link</p>

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.