

Job profile

Service and job specific context statement

Directorate:	Business and Environmental Services
Service:	Growth, Planning and Trading Standards
Post title:	Assistant Planner
Grade:	H
Responsible to:	Practice Manager
Staff managed:	None
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 places this can lead to the instigation of appropriate investigations and any subsequent enforcement action.

Job specifics

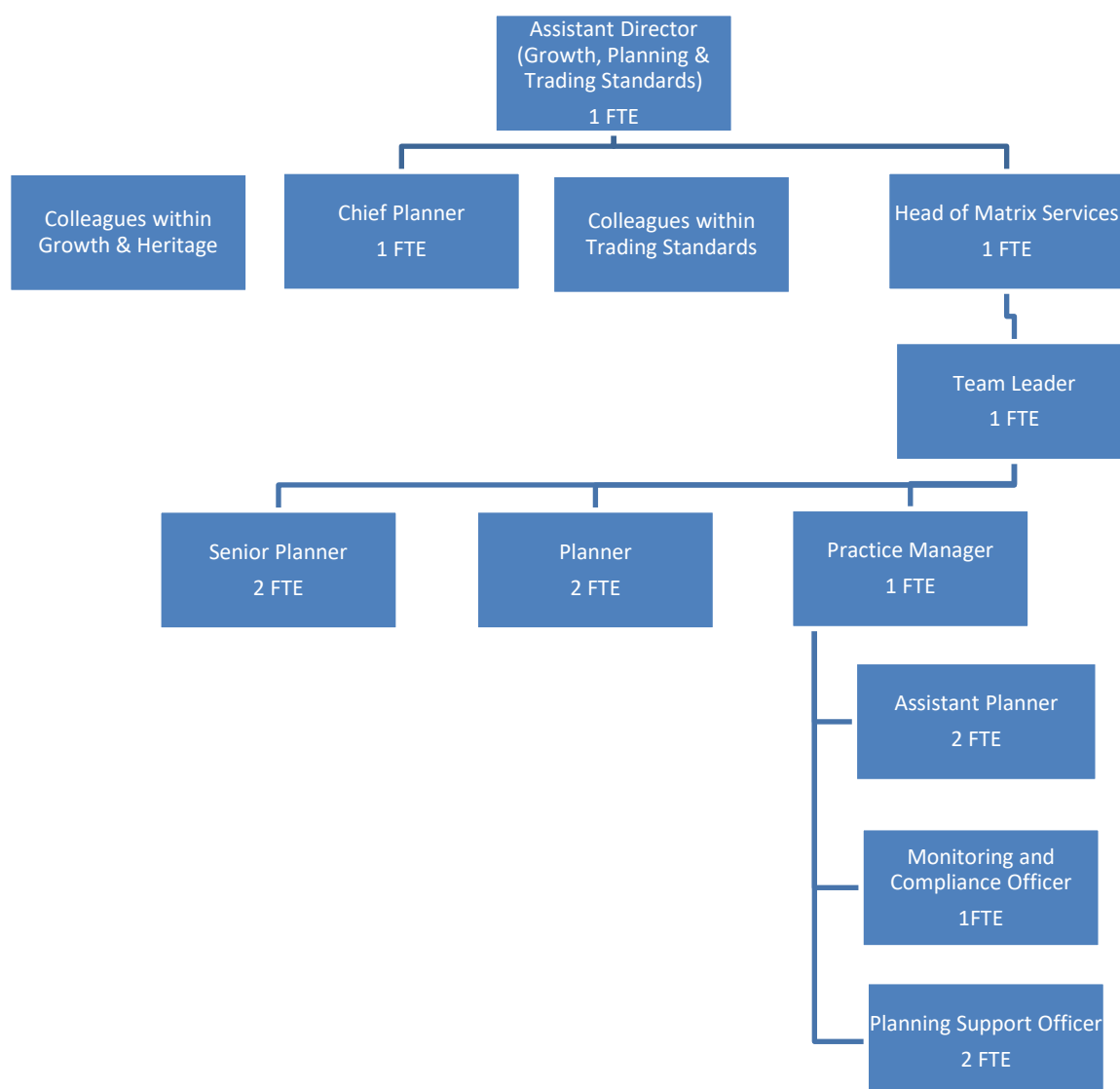
- The post-holder will be expected to have attained the requisite knowledge, skills and experience to perform the duties identified.
- To be aware of and apply the requirements and procedures under the provisions of the police and Criminal Evidence Act (PACE)
- Exercise at all times professional judgement, 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 will be using the following systems:
 - MS Office
 - GIS
 - MasterGov XP & MyView; and,
 - the internet for web-based research.

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Career progression

- For appointment at Grade H, the post-holder will have attained a degree in town & country planning or a related discipline allowing entry to a post-graduate qualification in town and country planning leading towards attainment of chartered membership of the RTPI.

Structure



Job Description

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Job purpose	<ul style="list-style-type: none"> • Deal with planning applications for minerals and waste developments and those for the County Council's own developments. • Ensure 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	<ul style="list-style-type: none"> • Process planning applications and similar submissions in respect of proposals for minerals and waste developments as well as the County Council's own development proposals at an appropriate level for a Grade H postholder as assigned by the Team Leader. • Negotiate at a level (previously determined by the Team Leader) with developers and their consultants in respect of all aspects of development management including pre-application discussions, Design and Access Statements, planning applications, breaches of planning control, submission of schemes (e.g. landscaping and method of working etc.), determination of modern planning conditions under the Review of Old Mineral Permissions (ROMPs), Certificates of Lawfulness of Proposed or Existing Use, Environmental Impact Assessments, and Legal Agreements (including those secured under Section 106 of the Town and Country Planning Act 1990 • Act as a contact/liaison, providing professional advice in respect of planning applications and relevant statutory procedures as well as minerals and waste planning policy formulation to elected Members of the County Council and local communities/interest groups, members of the General Public, prospective Applicants, Agents, internal and external stakeholders including specialist agencies • Undertake site inspections, attend site meetings including formal Committee Site Visits • Assess land use, social, economic and environmental factors in relation to planning applications, on-going site operations and final restoration and/or after-care schemes. • Ensure compliance with planning conditions and obligations pertaining to permissions. • Prepare reports for the Planning & Regulatory Functions Committee and formal Site Visits including items under the County Council's Scheme of Delegation, Briefing Notes and any other documentation for the Senior Management Team. • Assist in dealing with planning appeal procedures, assist in the preparation of evidence and advice in respect of minerals and waste policy matters relating to appeals through Written Representations, Informal Hearing or Public Inquiry procedures and when necessary provide assistance to senior members of the team in respect of Judicial Review cases • Support the Team Leader/Senior Planner with any assigned workstreams for pre-application discussions in relation to the 'Development Team' group. • Prepare reports and other documentation in respect of the Local Plan process to the Executive and County Council's Planning and Regulatory Functions Committee; • Support the Team Leader in respect of major proposals for mineral working and waste management; • Monitor the implementation of policies and plans in support of minerals and waste development; • Support the Team Leader with any complaints and/or facilitate any Ombudsman investigation;

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	<ul style="list-style-type: none"> Respond to general enquiries for advice and assistance relating to planning applications, control of operational sites and land use planning in general; Respond to requests for Local Searches for information and documents that may be held; Assist in the preparation of supplementary planning guidance (SPDs) and other statutory and non-statutory planning policy documents as well as advice notes; Assist in the preparation of internal practice, procedure and advice notes for the team Ensure all clients/stakeholders or associations or groups representing such, that are affected in any way by the post holder's responsibilities, are managed equally and fairly with the most effective use of resources allocated to the post holder; Support the Team Leader with requests made under the provisions of the Freedom of Information Act 2000 and Environmental Information Regulations etc. as and when required.
Communications	<ul style="list-style-type: none"> Ensure planning advice is issued in an effective and timely manner. Ensure general enquiries for advice and assistance relating to planning are responded to in both an effective and timely manner; Ensure responses to consultation by other organisations planning matters are handled in both an effective and timely manner; 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; Represent Planning Services at Public Meetings, Working Groups and/or other meetings, as directed by the Team Leader and report accordingly; Liaise closely with other County/Unitary/District/Borough Councils, minerals and waste operators, local communities and interest groups during the preparation and review of the JMWLP; 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.
Systems and information	<ul style="list-style-type: none"> Operate all service systems in accordance with relevant adopted policies and procedures for their use and ensure that records and databases are maintained; 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"> An 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; 	<ul style="list-style-type: none"> Awareness of minerals and waste issues e.g. oil and gas Understanding of local government structures

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- 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;

Experience

- Dealing with planning applications (preferably minerals and waste-related);
- Dealing with members of the General Public, Action and/or Campaign Groups and other stakeholders and elected Members of the Council;
- Preparing reports and presentational material for meetings etc.;
- Assisting in the preparation of evidence and / or documents in connection with Public Inquiries/Examinations in Public and Court proceedings;
- Working in partnership with other service delivery partners or bodies;
- Working in a corporate and political environment.

Occupational Skills

- **Project Management Skills**

Ability to organise workloads, manage time and work to strict deadlines

Ability to work within a committee report writing timetable

- **Analytical Skills**

Analyses information from a range of sources, probing for further information or a greater understanding where necessary.

- **Persuading, Influencing and Negotiation Skills**

Ability to act firmly, but with tact and understanding when necessary.

Ability to communicate with members, members of the public and local communities

- **Decision Making Skills**

Assist with evaluating situations in the field and at meetings when dealing with members of the General Public and operators and react appropriately.

- **Problem solving skills**

Takes responsibility for and produces a range of solutions to problems

- **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.

- **Investigative Skills**

An investigative nature with the ability to draw information from a variety of sources, dissect and influence appropriate conclusions.

- **Audit Skills**

Utilises audit skills during inspections and investigations

Demonstrable IT Skills

- **Resilience Skills**

Effectively copes with conflicting and complex demands.

A person who can adapt to changes in work demands.

- **Organisational Skills**

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<p>Excellent organisational and record-keeping skills. Monitors performance against deadlines and milestones.</p> <ul style="list-style-type: none"> • 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. 	
<p>Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role</p> <ul style="list-style-type: none"> • For appointment on Grade H, a recognised degree in a town and country planning related discipline that satisfies the criteria for acceptance on a Masters or Diploma in town and country planning course. 	<ul style="list-style-type: none"> • Membership of other related professions
<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.