**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| Job Title: | Planning Officer (Minerals and Waste and Regulation 3 Development Management) |
| Salary: | £40,476 - £43,693 |
| Grade: | 11  |
| Hours: | 37 (We are open to discussions about flexible working)  |
| Term: | Temporary – 18 months |
| Team: | Planning Development  |
| Service Area: | Regulatory Planning and Enforcement  |
| Primary Location: | County Hall, Oxford (with significant flexibility to work from other locations)  |
| Budget responsibility: | N/A  |
| Responsible to: |  Team Leader – Applications  |
| Responsible for: | N/A |

## Job Purpose

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| Responsible for processing planning applications for the council’s own developments, minerals extraction and waste management and providing related pre-application engagement including preparation of Screening and Scoping Opinions. To contribute to a high-quality service that delivers value for money for its customers in line with legislative requirements and the council’s policies and practices. |

## Job Responsibilities

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| Provide specialist professional planning service delivery in line with legislation and the council’s policies and practices.Process planning applications and related requests for the council’s own development (including schools and highways) as well as minerals and waste planning and related applications (including review of old mineral permissions) in line with development plan policy, national policy and planning guidance and other material considerations.Provide advice in relation to the planning process including advice at and consequent to pre-application meetings.Liaise with monitoring and enforcement team and site operators to ensure compliance with planning requirements.Liaise, consult, negotiate and correspond with councillors, officers, developers, agents, landowners, government agencies, statutory consultees and the general public.Write reports and present to the council’s Planning and Regulation Committee.Work with internal and external partners such as district and parish councils, the Environment Agency, DEFRA, Natural England and the Council’s legal unit. Represent the council at public liaison meetings as required.Undertake site visits to assess proposals, investigate planning issues and attend meetings.Ensure an up-to-date familiarity and understanding of the legislative basis and practice of planning law.Any other duties and related activities to support the smooth working of the Development Management team.Assist in promoting and managing a positive and proactive Health & Safety culture to ensure Health and Safety is embedded into everyday working and legislative requirements are met. |

# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and, in the order, listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

|  |  |
| --- | --- |
| Essential Criteria | Assessed By: |
| Degree or significant experience in Town and Country Planning or related field  | A and I |
| Experience in dealing with major planning applications  | A and I |
| Experience in dealing with planning applications raising significant levels of local objection  | A and I |
| Sound working knowledge of planning and enforcement legislation and regulations and ability to interpret maps and plans | A, D and I |
| Ability to work to deadlines producing clear and concise, grammatically correct reports, balancing a case load with competing deadlines.  | A, I and T  |
| Ability to communicate sensitively and effectively with all stakeholders including councillors, officers, developers, agents, landowners, government agencies, statutory consultees and the general public. | A, I and T |
| Ability to work efficiently both independently and as part of a team both inside and away from the office.  | A and I |
| The ability to drive and the possession of a current driving licence, or ability to demonstrate an effective means of travel to remote areas of the county to attend site visits and meetings, including some out-of-hours community liaison meetings.  | A, D and I |
| Ability to write clearly and succinctly in order to convey key messages in a variety of formats (including reports) and to a range of audiences. | A and T |
| Ability to progress caseload with minimal supervision  | A and I |
| Desirable Criteria | Assessed By: |
| Experience in dealing with planning applications for minerals and waste development. | A and I |
| Experience of using MasterGov or similar back-office planning system | A and I |
| RTPI membership – full or licentiate | A and I |
| Experience in dealing with planning appeals.  | A and I |
| Experience in dealing with applications accompanied by Environmental Impact Assessments | A and I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role include:N/A

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| --- | --- | --- | --- |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |
| [ ]  | Other (please specify):       |  |  |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or OCC vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |
| [ ]  | Other (please specify):      |  |  |

**Agile Working**

*Although County Hall, Oxford is the contractual work location, Oxfordshire County Council is committed to agile working, including remote working. The successful candidate be required to be present in Oxfordshire as necessary for in-person meetings and site visits to effectively carry out duties. At present there is no set minimum number of days where attendance in the office is required.*