**Job Description**

# Section A: Job Profile

*The job profile outlines 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: | Senior Planning Officer (Minerals and Waste Development Management) |
| Salary: | £44,711- £51,802 |
| Grade: | 12 – 13 |
| Hours: | 37 per week. We are open to discussions about flexible working. |
| Term: | Temporary – 18 months |
| Team: | Planning Development |
| Service Area: | Regulatory Planning and Enforcement |
| Primary Location: | County HallOxford (with significant flexibility to work from other locations) |
| Budget responsibility: | None |
| Responsible to: | Team Leader – Applications |
| Responsible for: | None |
| Political Restricted Post: | Not a restricted post |

## Job Purpose

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| The primary purpose of this job is to be responsible for processing planning applications for minerals extraction and waste management developments and related pre-application engagement including preparation of Screening and Scoping Opinions.    The post will have a leading role in ensuring accurate and timely decisions are made on planning applications and provide advice to colleagues.  The post holder will deputise for the Team Leader – Applications if required.    As Senior Planning Officer, the post holder will be accountable for the following activities:-   * Processing of planning applications, including pre-application engagement * Providing guidance, advice and support, as a professional specialist, 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. * Working with the team to deliver relevant parts of the Service Plan. * Act as an escalation point in relation to queries or issues that cannot be resolved by Officers/team members. * Supporting and enabling colleagues to embed the systems to achieve continuous improvement, establishing challenging performance goals and reporting progress.     To work with Residents, Staff, Members, Partners and Suppliers to ensure the delivery of required outcomes, in a consistent way, using the right skills and the most appropriate delivery methods.    To drive continuous improvement so we can be even more ambitious for our organisation and communities in the future.    To support our Organisation, People and Partners to look forward, using analysis and evidence to inform plans, manage risks appropriately and apply insight to ensure the delivery of effective services for our local people.    To learn and adapt to deliver positive outcomes in efficient and consistent ways, constructively challenging how services are provided and working together to build on our strengths.    The postholder will be expected to provide the Team Leader with information on operational issues and service delivery to enable effective service planning and decision-making.    The role will require working with members of the Senior Leadership Team, other Senior Officers, Members, Suppliers, Communities and other Partners, therefore being able to build working relationships and effectively communicate complex, professional advice is vital. |

## Job Responsibilities

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| Technical / Professional Skills   * Be a senior planning advisor on Minerals and Waste development management matters to Oxfordshire County Council and the lead advisor for other Councils where service level agreements are in place. * Provide specialist professional planning service delivery in line with legislation and the council’s policies and practices. * Process planning applications and related requests for minerals and waste planning and related county matters 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. * Where necessary prepare written statements and proofs of evidence for appeals and give evidence at planning hearings and public inquiries. * 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.   Relationships and Stakeholder Management   * To build and promote relationships across the Councils, its Suppliers and other Partners while delivering effective and consistent services, which represent value for money. * Engage with staff and stakeholders to shape and agree priorities and objectives in line with the service plan and relevant corporate policies and external legislation. * To contribute to the development of advice, written reports and briefings relating to planning activity to Members, Council’s Leadership Team, Programme Boards, Committees and other stakeholders as required.     Any other duties as may be deemed necessary to carry out the full remit of the role. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - 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.

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| Essential Criteria | Assessed By: |
| **Grade 13 (Technical Lead level), Grade 12 plus:** |  |
| At least three years working at a senior planning officer level working within Development Management | A / I |
| Ability to work with minimum supervision | A / I |
| Member or eligible to be a member of the Royal Town Planning Institute | A / I |
| Significant experience of presenting at planning committee, appeal hearings and public inquiries | A / I |
| Demonstrable experience of leading on significantly complex, controversial minerals and waste planning applications (for example large new quarries and waste management facilities ) accompanied by Environmental Impact Assessments | A / I |
| **For Grade 12 post** |  |
| Educated to degree level, in planning or relevant subject, or equivalent experience. | A |
| At least three years' experience working in Development Management |  |
| Ability to use own judgment in a range of situations, dealing with complex issues and sensitive situations | A / I |
| Knowledge of and ability to understand planning legislation and regulations and interpretation of maps and plans |  |
| Ability to work to deadlines producing clear and concise, grammatically correct reports, balancing a case load with competing deadlines. |  |
| Experience of processing planning applications for County matters. |  |
| Ability to communicate sensitively and effectively with all stakeholders including councillors, officers, developers, agents, landowners, government agencies, statutory consultees and the general public. |  |
| Ability to work efficiently both independently and as part of a team both inside and away from the office. |  |
| 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. |  |
| Excellent communication, presentation and negotiation skills, with the ability to prepare clear and concise reports | A / I |
| Understanding and experience using data, insight and performance measures to assess the impact of services and inform decisions and service planning to improve outcomes. | A / I |
| Proficient in MS Office skills (Word, Outlook, Excel etc.) | I |
| Desirable Criteria | Assessed By: |
| Membership of the Royal Town Planning Institute |  |
| Experience of direct line management, engaging and coaching staff to achieve performance standards | A/I |
| Understanding the need to comply with the Council’s constitution, including its contract and financial procedures and regulations | A / 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 are identified below (those ticked).

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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 |

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|  | 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 a council 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 |
|  | 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 |

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|  | 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.*