

# Hertfordshire County Council Job Outline



**JOB TITLE:** Senior Planning Officer, Growth Areas  
**GRADE:** M1-M2  
**REPORTS TO:** Team Leader, Growth Area  
**TEAM:** Growth Area Team  
**DEPARTMENT:** Environment & Infrastructure

## **Purpose of the Job**

Hertfordshire is experiencing unprecedented growth demands, with proposals for new strategic growth locations across the county. As an upper-tier strategic authority the county council has statutory and other service functions that are critical to implementing sustainable development. These include transport, education, libraries, waste and specialist housing.

In response to these growth challenges the Environment and Infrastructure Department has expanded to enable the county council to engage more effectively both internally and externally to achieve its strategic objectives.

The Unit is responsible for the county council's interests in growth areas, economic development, and strategic infrastructure. This includes acting as the 'agent' for most council services that have an interest in growth.

This new post is one of six geographically focused Growth Area Senior Planning Officer roles, within the Growth and Infrastructure Unit, collectively covering the whole of Hertfordshire. The job holder will report to the Team Leader for one of the two Growth Area Teams.

The Growth and Infrastructure Unit sits alongside the Spatial Planning Unit, (which is focused on providing the council's strategic planning policy, transport planning, and minerals and waste planning functions) and the Highways Implementation and Strategy Team. The job holder will need to work closely with the existing officers across the expanded Environment and Infrastructure Department.

## **Main Areas of Responsibility**

The Senior Planning Officer's main areas of responsibility are:

- To engage with internal and external partners to feed into work around strategic sites and other development priorities in the geographic area covered by the team; and working with other teams in the Environment and Infrastructure Department and relevant HCC service departments, to take a proactive approach to developing HCC's collective input to and requirements from these strategic developments
- To draft Heads of Terms agreements, S106 agreements and support the development management process with our local authority partners
- To collate information from internal HCC service areas and draft responses to local plan consultations
- To represent the county council at partnership and other meetings within the area covered by the team, particularly ensuring consistency of messages and practices to external partners through close engagement with other members of the Growth and Infrastructure Unit
- To advise senior officers and elected Members on the county council's interests in growth, where required
- To support and mentor more junior members of the team
- To deputise for the Team Leaders as and when required.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

## **Person Specification**

**Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes 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.**

### **Qualifications**

- A professional qualification or equivalent degree, appropriate to the main areas of responsibility, or in exceptional cases to be able to show equivalent

relevant knowledge gained by work experience, appropriate to the main areas of responsibility of the job.

### **Skills**

- Understanding of planning for growth and its delivery, including the role of local plans and/or development management
- Particular focus on infrastructure planning and funding, planning obligations and Community Infrastructure Levy
- Clear, decisive and persuasive communication skills, both written and verbal, with the ability to communicate with senior managers and elected Members
- Negotiating and influencing skills, used effectively and persuasively in support of organisational aims and objectives
- Effective interpersonal skills, including establishing and maintaining good working relationships with internal and external partners
- A commitment to public sector values and behaviours.

### **Knowledge**

- Local government structures and working practices
- Growth and land-use/spatial planning
- CIL/S106/NPPF policy framework, viability and the development process
- Basic knowledge of S106 agreements.

### **Experience**

- Track record of contributing towards the development of planning policy
- Or experience of Development Plan consultations and submissions
- Or involvement in the Development Management process
- Working in partnership to create a joint approach to planning and strategy
- Effective working with internal and external partners to meet team aims and objectives.

### **Diversity and Inclusion**

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers**

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability).