

Hertfordshire County Council Job Outline



JOB TITLE: Planning Officer
GRADE: H7-H9
REPORTS TO: Minerals & Waste Policy Manager
TEAM: Minerals & Waste Planning Team
DEPARTMENT: Environment & Infrastructure

Purpose of the Job

Play a key role in all matters relating to policy development and advice for minerals and waste, including preparation of statutory plans (Minerals Local Plan and Waste Local Plan), preparation of appropriate Supplementary Planning Documents and providing advice on policy related matters.

Ensure that minerals and waste development takes place within a sustainable policy framework by liaising with the industry, other local councils, the public and other interested parties to promote the sustainable use of resources (aggregates and waste) and the development of sustainable policies for waste management in district/borough local plans.

Main Areas of Responsibility

Play a lead role in the preparation of the statutory minerals and waste planning documents.

Oversee the monitoring and evaluation process for assessing the successful implementation of minerals and waste policies, including meeting the county councils Duty to Cooperate.

Supervise the preparation of background documents, topic papers and reports for the Member advisory Panel to the Cabinet and Executive Member for Environment and making presentations to the Panel where appropriate.

Maintain a current awareness of issues in relation to minerals and waste policy and their wider management and identify opportunities for taking forward innovative approaches in this field.

Lead on the development of any Supplementary Planning Documents as appropriate for the Minerals and Waste Plan Documents.

Manage external contracts with consultants to provide technical support for plan making functions (e.g. SEA, HRA, SFRA, site selection, capacity gap etc.)

Promote the County Council's policies on minerals and waste and encourage sustainable waste management and use of resources, including attendance at public meetings to inform interested parties, responding to queries by letter and telephone and supporting the district councils in the preparation of district local development documents and with advice on major planning applications.

Represent the Unit on internal working or joint working parties relating to sustainable development and use of resources and where appropriate provide advice on the County Council's policies for minerals and waste to secure their implementation.

Contribute to the development of National and Sub-National planning policy and guidance.

Deputise for the Team Manager as required on all policy related matters.

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.

Essential Qualifications

- Hold a degree in a closely related discipline (such as Town Planning, Geography, Social Science, Environmental Sciences) with knowledge and understanding of town and country planning law and procedures.

Desirable Qualifications

- Eligibility for RTPI or similar professional accreditation.

Essential Knowledge, Skills & Experience

- Ability to make clear presentations to Members including presentations of complex major planning applications at Committee and Papers at Cabinet Panels
- Responding to questions and briefing members of the county council.
Responding to questions from members of the public, other staff within HCC and other technical staff at outside authorities and consultancies
- Experience of presenting at Examination, Public Inquiry, Planning appeal or similar

- Ability to formulate and provide well-presented reports on difficult and complex technical issues with clear and justified recommendations with minimal supervision
- Ability to initiate and carry out focussed research tasks to deliver clear and comprehensively argued policy recommendations
- Ability to work within and make a positive contribution to a team, demonstrating support and respect
- Ability to manage complex projects to time and budget where appropriate
- Ability to work and manage multiple deadlines and manage complex projects, whilst supervising others
- Experience of working with computers, with “Windows” based applications such as Outlook, Word, EXCEL and other software packages relevant to the job including GIS and consultation packages.

Desirable Knowledge, Skills & Experience

- Knowledge of Hertfordshire County Council’s corporate aims and policies, values and behaviours.

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).