

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Director Area: Environment and Economy</b>	<b>Job Ref Number: 5202</b>
<b>Service Area: Economy &amp; Place</b>	<b>Grade: 10</b>

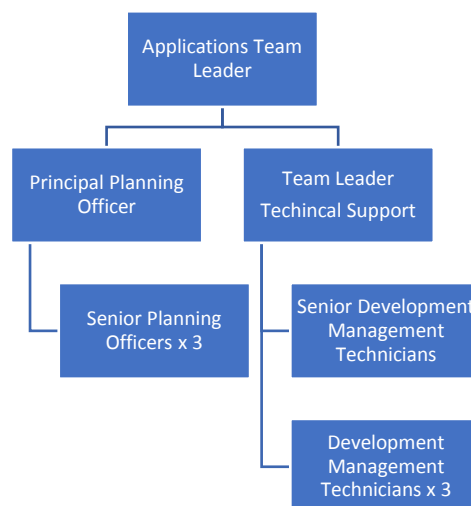
**Job Title: Principal Planning Officer**

**PURPOSE OF JOB:**

**To provide effective and efficient services for assessing and determining applications for planning permissions and related consents for minerals developments, waste management facilities, and County Council development within the statutory time limits and performance targets in accordance with established policies.**

**To provide day to day leadership, advice and guidance to Senior Planning Officer(s) within the team.**

**TEAM STRUCTURE:**



**MAIN DUTIES:**

1	To provide professional advice on planning applications, especially Environmental Impact Assessment developments and contentious development proposals, and to prepare reports for the relevant Committee, including if necessary attendance at Committee.
2	Dealing with planning enquiries and providing technical advice on the Council's planning policies and procedures to Councillor's, developers, other local authorities and public bodies, other Council Directorate and members of the public.
3	To determine schemes submitted pursuant to conditions of planning permissions
4	Preparing reports and other related planning matters for Committee and preparing statements of case and evidence for planning appeals, including appearing as an expert witness at Public Inquiries and in Court with respect to enforcement cases.
5	Undertaking the managerial responsibilities of 2.5(fte) Senior Planning Officers. Staff undertake work in the area of development management.
6	Monitoring performance and supervision of others in terms of progress chasing and quality control in order to maintain the delivery of output within parameters of time and quality

	specified by management, including the achievement of statutory time limits for decisions
7	Contribute towards the development of Waste and Mineral Planning policies for Lincolnshire, in accordance with the principles of sustainable development. To assist with the implementation of service strategies and delivery plans to meet the Council's targets and objectives.
8	To undertake duties and represent the County Council with respect to its membership of external working parties.
9	To build and maintain strong, positive working relationships with service users, stakeholders, partners, providers and potential providers.
10	Contribute to the development of individuals across the Council coaching, mentoring and motivating staff where appropriate to achieve performance excellence and to act as a role model to others.
11	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
12	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.

### PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Degree or Postgraduate Diploma in Town and Country Planning.	A	√	
Full Membership of the Royal Town Planning Institute.	A	√	
Six years post qualification experience encompassing development control, two of which must be in dealing with minerals/waste planning matters, including enforcement of planning law.	A	√	
Knowledge of the waste management industry and/or minerals and legislation impacting upon these sectors.	I	√	
Excellent written and verbal communication skills.	A / I	√	
Ability to read, understand and explain technical drawings and plans.		√	
Knowledge of Local Government procedures and awareness and ability to work within a political environment,	I		√
Maintain an expertise in relation to current and professional best practice in relation to field of work	I		√
Managerial and leadership skills to motivate and encourage staff to aspire to provide an excellent planning service.			√
Excellent interpersonal skills including time management, negotiation and influencing skills.			√
Listening skills & analytical skills			√

Knowledge of legislation in related sectors and the work of Agencies involved in these areas			√
*A = Application form      T = Test/Assessment      I = Interview      P = Presentation			

**GENERAL**

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

<b>Job Details:</b>	
<b>Job Title</b>	Principal Planning Officer
<b>Identifier</b>	5202
<b>Director Area</b>	Environment & Economy
<b>Service Area</b>	Planning
<b>Section</b>	
<b>Date</b>	
<b>Score</b>	578
<b>Grade</b>	Grade 10
<b>Description</b>	

<b>Factor Levels:</b>	
<b>Supervision/Management Of People</b>	3.1
<b>Dispersal Awarded</b>	No
<b>Creativity &amp; Innovation</b>	5
<b>Contacts &amp; Relationships</b>	5
<b>Decisions - Discretion</b>	3
<b>Decisions - Consequences</b>	3
<b>Resources</b>	1
<b>Work Demands</b>	3
<b>Physical Demands</b>	1
<b>Working Conditions</b>	2
<b>Work Context</b>	2
<b>Knowledge &amp; Skill</b>	6