

<b>Department:</b>	Chief Executive
<b>Job Title:</b>	Principal Planning Officer
<b>Grade:</b>	12
<b>Post Number:</b>	11525
<b>Service/Section:</b>	Planning, Historic and Natural Environment
<b>Base/Location:</b>	County Hall
<b>Responsible To:</b>	Team Manager - Planning
<b>Responsible For:</b>	Supervision of less experienced staff within the planning team as required
<b>Key Relationships/ Liaison with:</b>	Developers, consultants, elected members, the public, representatives from local and central government

### Job Purpose

To undertake work related to all aspects of the County Council's planning functions including the preparation of the development plans, processing and determining planning applications, monitoring, enforcement and other work associated with the minerals, waste and county planning functions of the authority

### Corporate Responsibilities

1.	To support effective partnerships and working relationships with statutory, voluntary, private agencies and communities
2.	To ensure activities are delivered in the most efficient and effective manner as possible
3	To prepare technical reports and briefing papers where appropriate.
4.	To support the performance management of services and teams through contributing to the departmental business planning process as required.

### Service Responsibilities

5.	To undertake all necessary work associated with the assessment of planning applications, including the review of mineral permissions, general development management and monitoring and enforcement. This work will
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	include undertaking necessary consultations, preparing reports and formulating recommendations.
6.	Undertaking negotiations with the minerals and waste management industry on planning matters as required.
7.	Advising the Council's solicitor on the planning input into legal agreements on planning matters.
8.	To assist, as required, in ensuring that the County Council meets its statutory obligations in respect of the preparation, monitoring and review of the Minerals and Waste Local Plan
9.	To undertake work associated with statutory plan making including negotiations with the waste and minerals industry, statutory bodies, and other interested parties, undertaking research, data collection and analysis and site survey work
10.	Ensure corporate co-ordination on plan making within the County Council particularly in relation to waste matters and the County Council function as waste disposal authority
11.	Preparing reports for appropriate decision making within the County Council
12.	Preparing and giving evidence at examination in public into local plan documents
13.	Assisting in the commissioning and management of appropriate consultants in connection with work on the minerals and waste local plan
14.	Keep under review national and local policy developments and formulate responses to consultations on development plans or policy matters from national government and its agents, statutory organisations, relevant bodies and other local authorities including non mineral and waste matters as required by service priorities
15.	To assist in the development, maintenance and input to computer systems used by the service
16.	Preparing evidence in relation to planning appeals and giving evidence as appropriate
17.	Attendance at public, liaison and site meetings, working parties and other meetings, as required some of which will take place outside of normal working hours.
18.	Deputising for the Team Leader – Planning as appropriate.

<b>19.</b>	To comply with all Quality Management Systems, quality procedures, performance requirements and working practices.
<b>20.</b>	Such other duties as required by the Head of Planning, Historic and Natural Environment commensurate with the responsibilities of the post.

### Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- The nature of the work may involve the jobholder carrying out work at different locations than their designated base.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.

Expenses will be paid in accordance with the Local Conditions of Service.

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**



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	<u>Essential</u>	<u>Desirable</u>	<u>How Assessed</u>
<b><u>Qualifications</u></b>			
Relevant degree, diploma or equivalent recognised by the RTPI or other relevant professional body for membership	Y		App/Doc
Membership of Royal Town Planning Institute. (IQ, RICS or other appropriate bodies may be acceptable).	Y		App/Doc
Management qualification and or experience		Y	App/Doc
<b><u>Experience/ Skills in</u></b>			
Recent planning experience in relation to:			
• Minerals and waste and/or other county planning matters	Y		App/Int
• Dealing with complex planning projects	Y		App/Int
• Local plan work	Y		App/Int
• Development management work	Y		App/Int
Experience of giving evidence at public inquiries		Y	App/Int
Experience of managing major projects to deadlines	Y		App/Int

	<u>Essential</u>	<u>Desirable</u>	<u>How Assessed</u>
Experience of writing complex reports, analysing complex information and presenting to different audiences	Y		App/Int
<b><u>Skills &amp; Competencies</u></b>			
Ability to present information to a formal meeting in a clear and confident manner.	Y		App/Int
Ability to produce consistently accurate work	Y		App/Int/ Test
Able to maintain a tenacious drive towards obtaining results in line with service requirements	Y		App/Int
Self-motivated with an ability to use own initiative	Y		App/Int
Need to be co-operative, diplomatic, helpful, objective and consistent	Y		App/Int
Excellent organisational, communication (written and verbal), presentation and interpersonal skills	Y		App/Int
Ability to develop and maintain good working relationships with people at all levels	Y		App/Int
Ability to remain calm and focused when under pressure in order to maintain accuracy and meet deadlines	Y		App/Int
Trustworthy, discreet and tactful	Y		App/Int
Ability to prioritise own workload and work under minimum supervision	Y		App/Int
Able to represent the County Council in a professional and fair manner	Y		App/Int
<b><u>Knowledge of</u></b>			
Mineral and waste operations, processes and usage in the context of social, economic and environmental issues	Y		App/Int

	<u>Essential</u>	<u>Desirable</u>	<u>How Assessed</u>
<u>Factors not already covered</u>			
Valid full driving licence and access to a vehicle.	Y		Doc
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	Y		Med
Understanding of, and commitment to, equal opportunities, and the ability to apply this to day-to-day situations.	Y		App/Int
Prepared to be flexible and willing to undertake a variety of work within the service and the Council to meet work demands at the discretion of service. Will be required to work outside normal office hours	Y		App/Int

**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (E.g., Certificates)**