

Planning and Enabling Officer Grade 7

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

The Economy, Infrastructure and Skills Business Unit plays a key role in the economy of Staffordshire by enabling and ensuring the right conditions exist to support growth and increased productivity within the county.

The Business Unit brings together a range of highly specialised and technical experts with the aim of ensuring the right jobs and homes are created in the right locations, supported by appropriate infrastructure, and ensuring residents

can take full advantage of opportunities available to them. Ultimately this will protect and improve the quality of life for the people of Staffordshire.

The focus of the planners within the team is on enabling, delivery and regulation.

- **Enabling** through monitoring and commenting on Neighbourhood Plans, District/Borough Local Plans, and through the monitoring and review of our own Minerals and Waste Local Plans.
- **Delivery** through the determination of planning applications and submissions for mineral and waste related development, and the Council's own developments.
- **Regulation** through the monitoring of compliance with planning permissions granted for mineral and waste developments, investigation of unauthorised mineral or waste development, and where necessary taking enforcement action.

Reporting Relationships

Responsible to: The Planning and Enabling Officer role will work across a matrix format supporting four distinct service areas reporting to the manager/principal officer for the appropriate service area: **Planning Regulation Manager, Planning, Policy & Development Control Manager, Principal Economic Development Officer and Principal Spatial Planning Officer.**

Key Accountabilities:

Under the general direction of the Senior Officers and Principal Officers:

1. Responsible for the management of less complex casework, including providing advice on minerals and waste planning applications, consultation and negotiation with applicants and consultees, the preparation of alternative schemes, and the formulation of recommendations.
2. Assisting Principal Planning Officers on major projects (e.g Strategic Infrastructure Plan) by providing planning advice and guidance relating to less complex policy issues and contribute overall to the team in meeting statutory or departmental business plan deadlines.
3. Ensure the Council is meeting its statutory responsibilities by managing the lower risk planning enforcement and regulatory matters.

4. Providing planning advice including preparation of appeal statements and participation as a witness at informal hearings and public inquiries etc to secure the councils policy position and reputation.
5. Responding to general development management related correspondence to ensure regulatory compliance and reputation of a responsible authority.
6. Liaison with other internal Local Authority Officers (schools and learning infrastructure providers, transport & connectivity, environmental specialists, etc) relating to the policy aspects of planning applications and the formulation of relevant evidence base material, supplementary planning guidance and other policy.
7. Monitor, review and where appropriate prepare responses to consultations and Local Plans to secure the Council's policy position and reputation.
8. Assist Principal Officers in reviewing Development Plan Documents of the District/Borough Council's relating to environmental impact mitigation and infrastructure improvement.
9. Responsible for the research, collation and analysis of secondary economic data to support policy making and project / programme development.
10. Maintaining oversight of district / borough council's local plans and supporting evidence to inform the County Councils economic strategies.
11. Support in researching and creating thematic maps using Geographic Information System to facilitate analysis and interpretation to support policy recommendations and associated reporting.
12. Such other duties in the field of Town and Country Planning, as may be directed by the Principal Planning Officers and Managers.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Supporting the delivery of the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.


Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application
 I = Assessed at Interview
 T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications <ul style="list-style-type: none"> • An appropriate planning (e.g. environmental and earth sciences) degree or equivalent qualification 	A
	Knowledge and Experience <ul style="list-style-type: none"> • Demonstrable knowledge of planning policy and practice • Demonstrable knowledge of development industry issues (i.e. housing pressures, past and present policy over strategic planning regimes) • Demonstrable working knowledge of infrastructure funding regimes • Ability to understand and assist with the creation of maps and plans • Experience in prioritising, planning and working to deadlines • Experienced in using IT with the ability to work with all elements of Microsoft Office and other bespoke planning management software • Experience of working in multi-matrix working teams 	All by A/I
	Skills <ul style="list-style-type: none"> • Ability to clearly, confidently and effectively communicate in all media forms: verbally, digitally and in writing • Ability to work effectively both as a team member and independently • Able to use initiative • Flexible and able to adapt to change and aim to achieve continuous improvement • Attention to detail • Full Driving Licence and use of vehicle required for business use as a Casual Car user (reasonable adjustments will be considered for disabled applicants) 	All by A/I



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**