

Kent County Council

Job Description: Development Investment Area Lead (North Kent)

Directorate:	Growth, Environment and Transport
Unit/Section:	Growth and Communities / Strategic Development and Place Group
Grade:	KR11
Responsible to:	Development Investment Team Manager

Purpose of the Job:

To be the accountable officer responsible for responding to planning applications, Local Plans and other growth related policies, ensuring appropriate levels of infrastructure and developer contributions are provided to create well-designed, sustainable communities within North Kent.

Main duties and responsibilities:

1. Ensure appropriate levels of infrastructure and mitigation are delivered in support of growth within North Kent communities.
2. Take a strategic overview and co-ordinate responses and representations for the County Council on planning applications, Local Plan consultations, Community Infrastructure Levy consultations, Development Briefs, Masterplans and other relevant consultations to ensure sufficient infrastructure is provided for in North Kent, including within Infrastructure Delivery Plans.
3. Take a lead role in establishing and co-ordinating strategic partnerships, both internal and external to Kent County Council (KCC), to secure further funding and joint working opportunities regarding growth and infrastructure matters in North Kent.
4. Oversee the Education and Community Service Infrastructure needs of North Kent, maintaining up to date records of infrastructure capacity, demand and availability.
5. Co-ordinate responses to any challenge to KCC's infrastructure requests including, as necessary, gathering and preparing evidence and supporting their defence at planning appeals.
6. Review, comment and, on occasion, assist in the drafting of complex legal s106 agreements, Unilateral Undertakings and Heads of Terms, often requiring disciplined negotiation to protect the interests of the County Council.

7. Identify innovative and creative solutions to development master planning that present opportunities for sustainable living and efficiencies in KCC service delivery.
8. Prepare and present regular management reports and briefings for Directors and Elected Members on the progress of infrastructure provision and seek views in relation to resources, service development and timescales, highlighting risks and making recommendations to ensure that infrastructure is delivered successfully.
9. Contribute to, and prepare funding bids, business cases and specification briefs on major projects with a North Kent focus, linking in with other local authorities and Central Government where appropriate, developing contingency plans and representing the team at public events.
10. Contribute to and, on occasion, co-ordinate the delivery of policies relating to developer contributions and cohesive and well-designed community infrastructure to support KCC service delivery.

Foot note – This job description is provided to assist the post holder to know what his/her main duties are. It may be amended from time to time without a change to the level of responsibility appropriate to the grade of the post.

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Person Specification: Development Investment Area Lead (North Kent)

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
Qualifications	Educated to degree level or NVQ 5, Diploma in Management 5 or equivalent
Experience	<p>Experience of managing and collaborating with stakeholders.</p> <p>Substantial experience of working across more than one organisation and in more than one sector</p> <p>Experience of managing and developing project teams</p> <p>Sound experience of managing and monitoring budgets</p> <p>Experience of the operation of Local Government.</p>
Skills and Abilities	<p>Excellent interpersonal and negotiation skills</p> <p>Strong communication skills, both in writing and verbally, to communicate with and present to senior staff at all levels, internally and externally, including Members</p> <p>Commercial and political acumen</p> <p>Strong arithmetic, finance and budget profiling</p> <p>Ability to positively influence the outcome of decisions</p> <p>Ability to form, lead and network with partners, in particular with external agencies within a mixed economy</p> <p>Able to be organised, systematic, analytical and innovative</p> <p>Commitment to learning, equalities and promotion of diversity in all aspects of work</p> <p>Ability to travel to meet the requirements of the service</p> <p>Advanced IT skills appropriate to this post's responsibilities (in particular Word, Excel, PowerPoint, Power Bi)</p>
Knowledge	<p>Expert understanding of the drivers and barriers to growth and infrastructure delivery</p> <p>Sound and comprehensive knowledge of the relevant</p>

	<p>legislative and planning frameworks</p> <p>Sound knowledge of practices impacting on projects, particularly within the planning, commissioning, purchasing or contracting field</p> <p>High level of political awareness, diplomacy and sensitivity</p> <p>An awareness of and work within national legislation and Corporate and Directorate policies</p> <p>Awareness of Data Protection, Freedom of Information and transparency and confidentiality issues</p>
<p>KENT VALUES AND CULTURAL ATTRIBUTES</p>	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>