

## Kent County Council

Job Description: Public Rights of Way Improvement Plan Officer - Planning Lead

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Growth and Communities, Strategic Development and Place , Public Rights of Way and Access Service</b>
<b>Grade:</b>	<b>KSH</b>
<b>Responsible to:</b>	<b>Head of Public Rights of Way and Access (PRoW)</b>

### **Purpose of the Job:**

The purpose of the job is to provide advocacy and influence key stakeholders to ensure that the objectives of the Rights of Way Improvement Plan (ROWIP) are delivered through the development process. You will lead the Public Rights of Way and Access Service (PROWAS) response to planning policy and planning applications both through individual case load and developing and supporting other officers in providing their responses. The role will ensure that responses protect and enhance existing PRoW, and secure additional provision where appropriate. You will aid developers in producing proposals that are well designed, secure developer contributions and/or planning conditions. You will play a key role in ensuring that the PRoW network delivers health, well-being, economic, active travel and leisure benefits.

The role will also focus on reviewing the ROWIP and supporting planning authorities in the development of effective, data and intelligence led planning policies, guidance and practice.

### **Main duties and responsibilities:**

- To lead the Public Rights of Way and Access Service (PROWAS) response to planning policy, planning applications and developer contributions both through individual case load and developing and supporting other officers in providing their responses.
- Influence the preparation of and respond to local plan consultations to secure the inclusion of policies that protect and improve PRoW in line with National Planning Policy Framework and the County Council's ROWIP.

- Lead on and support the Service in the preparation and presentation of documentation and evidence for planning appeals under the Public Inquiry, hearings, and written representation procedures, including representing the Service when required.
- Act as the Service lead in negotiations/ securing developer contributions and agreements for instance: Town and Country Planning Act S106 agreements, Community Infrastructure Levy and Highways Act (1980) section 278 and 38 agreements.
- Liaise with local planning authorities, developers and stakeholders to build strong relationships and positive working practices to ensure development delivers the key objectives of protection and enhancement of the rights of way network
- As part of, the Service Leadership Team collaborate with the Developer Investment Team, to ensure that improvements for which developer contributions have been secured are programmed and monitored through to completion.
- Direct the review of the ROWIP in line with the statutory time frame and regulations.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: Public Rights of Way Improvement Plan Officer - Planning Lead

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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
<b>QUALIFICATIONS</b>	Educated to HND/Degree, NVQ4 or equivalent or strong , relevant experience in working in a related field. (eg PRoW / Highways and development, Town and Country Planning)
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• You will have substantive proven experience in Public Rights of Way, access work, highways or planning.</li><li>• Experience of working in teams with a range of partner organisations and agencies</li><li>• Experience of working in the planning and development environment.</li><li>• Experience in working on projects with significant complexity.</li><li>• Experience in compiling and presenting data, including the preparation and presentation of evidence to Public Inquiries.</li><li>• Experience of working in a political environment.</li><li>• Experience of understanding and drafting data driven policies particularly in respect of planning and development.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Excellent written, oral and presentation skills</li><li>• Must have outstanding interpersonal and communication skills along with tact and diplomacy.</li><li>• Proven track record of working well within teams and building effective working relationships with internal and external stakeholders.</li><li>• Ability to analyse , collate and present evidence and data in developing or responding to policy or</li></ul>

	<p>proposals.</p> <ul style="list-style-type: none"> <li>• Aptitude for understanding large volumes of technical information.</li> <li>• Must be able to process and reply to all correspondence directly giving legal and policy advice without the need for prior referral .</li> <li>• Ability to plan and prioritise and arrange workload to meet deadlines independently with the minimum of direction.</li> <li>• Contribute, through leading on specialist issues, to ongoing policy, business planning and best practice.</li> <li>• Manage and develop project staff and partners.</li> <li>• Must be able to travel to a number of locations within the county at short notice.</li> <li>• IT skills including Word, Excel, Access and knowledge of practical use in Microsoft applications along with some knowledge of Geographic Information Systems and Global Positioning Systems essential.</li> <li>• Must be able to undertake site visits in remote locations.</li> <li>• A willingness to undertake training</li> <li>• Actively promotes an inclusive culture of equal opportunity and access for all.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Can demonstrate an excellent understanding of the planning system and planning legislation.</li> <li>• Can demonstrate an excellent knowledge of PRow and Access and how it is impacted by and can be improved through the planning system.</li> <li>• Can demonstrate an excellent awareness of national and regional organisations.</li> </ul>

<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p>Kent Values:</p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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