

## Kent County Council

### Job Description: Development Investment Area Officer

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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 Group</b>
<b>Grade:</b>	<b>KSG</b>
<b>Responsible to:</b>	<b>Development Investment Team Manager</b>

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

To support the Development Investment Area Lead being accountable for responding to planning applications, Local Plans, maintaining records and completing s106 negotiations for all nonstrategic applications, ensuring appropriate levels of infrastructure and developer contributions are provided to create well-designed, sustainable communities within Kent.

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

- Ensure appropriate levels of infrastructure and mitigation are delivered in support of growth within Kent communities.
- Independently lead on the coordination of responses and representations for the County Council on planning applications for all non-strategic residential planning applications up to an agreed threshold with the Area Lead, Local Plan and other relevant consultations to ensure sufficient infrastructure is provided for in Kent, including within Infrastructure Delivery Plans.
- Support the Area Lead 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 Kent.
- Support the Area Lead in maintaining up to date records of infrastructure capacity, demand and availability for the Education and Community Service Infrastructure needs of Kent.
- Co-ordinate responses to any challenge to KCC's infrastructure requests including, as necessary, supporting the Area Lead in gathering and preparing evidence for any planning appeals.
- 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.
- Identify innovative and creative solutions to development master planning that achieve good growth outcomes and drive efficiencies in KCC service delivery.
- Contribute to the delivery of policies relating to developer contributions and cohesive and well-designed community infrastructure to support KCC service delivery.

- 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: Development Investment Area Officer

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>Qualified to at least NVQ 3 in a planning discipline.</p> <p>Experience of securing investment and/or planning, plus the use of relevant computer applications.</p>
<b>EXPERIENCE</b>	<p>Ability to negotiate confidently on behalf of the County Council and District Council partners.</p> <p>Confidence and personal presence sufficient to represent the County Council at public meetings, Public Inquiries, formal hearings and other meetings with developers, communities etc.</p> <p>Good communication and presentation skills and ability to follow corporate customer care standards when dealing with either customers or other colleagues.</p> <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 Sound experience of managing and monitoring budgets.</p>
<b>SKILLS AND ABILITIES</b>	<p>Excellent interpersonal and negotiation skills.</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>
<b>KNOWLEDGE</b>	<p>Good understanding of the drivers and barriers to growth and infrastructure delivery.</p> <p>Sound and comprehensive knowledge of the relevant legislative</p>

	<p>and planning frameworks.</p> <p>Sound knowledge of practices impacting on projects, particularly within the planning, commissioning, purchasing or contracting field.</p> <p>Sound 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>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></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> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>