

# Kent County Council

Person Specification: *Principal Strategic Planning and Infrastructure Officer*

---

**Directorate:** Growth, Environment and Transport

**Unit/Section:** Growth and Communities

**Grade:** KR11

**Responsible to:** Strategic Planning and Infrastructure Manager

## **Purpose of the Job:**

To take an active role in promoting Kent County Council's (the County Council's) position on infrastructure and planning matters relevant to achieving sustainable growth across Kent. This will include taking the lead in co-ordinating responses to strategic planning applications, Local Plans, Nationally Significant Infrastructure Projects and other related regional and national consultations. You will also be expected to take a leading role in responding and influencing emerging national policy and legislation, in the backdrop of local government reform and devolution.

To take the lead in the project management and delivery of the Kent and Medway Infrastructure Mapping Platform (IMP) - an innovative, online, spatial data platform for strategic planning. This will provide a county-wide, long-term picture of planned growth and infrastructure requirements, alongside a far greater articulation of delivery challenges and opportunities, to help us ensure that our communities are thriving places in which existing and new residents want to live and work.

## **Main duties and responsibilities:**

1. To take the lead in co-ordinating and preparing the timely submission of the County Council's corporate representations to Local Plans, strategic planning applications and other planning consultations. Also to ensure that growth across Kent is viable and deliverable, making full provision for the County Council's infrastructure and services to mitigate the impact of new development across Kent.
2. To take the lead in the County Council's approach to Nationally Significant Infrastructure Projects. This involves preparing timely submissions at all stages of the process including Examination, as well as co-ordinating the County Council's response to consultations on emerging policy and legislation.

3. To influence change on a range of strategic planning and infrastructure related matters relevant to delivering and supporting growth and to work with other directorates within the County Council to support wider corporate objectives and to promote the planning interests of Kent.
4. To be an effective point of contact, facilitating and ensuring positive working arrangements with local planning authorities, public and private sector partners, by participating in relevant meetings, working groups and other forums to establish the County Council's position on the delivery of sustainable economic and housing growth.
5. To help establish the County Council's position on existing and emerging Government policy and legislation relating to strategic planning and infrastructure matters and prepare responses to associated consultations.
6. To project manage the IMP, ensuring that the project is successfully delivered in line with agreed objectives, budgets, engagement and timeframes and that it delivers an online, spatial data platform to provide a real-time, interactive system for coordinating the delivery of growth and infrastructure across Kent and Medway.
7. To provide professional advice to Elected Members, the Directorate and the Corporate Leadership Teams to ensure effective decision-making on strategic planning and infrastructure in Kent.
8. To meaningfully contribute to the development of procedures and systems in the Strategic Development and Place Group and wider Growth and Communities Division, demonstrating an ability to make an innovative contribution to relevant transformation programmes for continuous improvement.
9. To contribute to the management and development of staff within the Strategic Planning and Infrastructure Service by providing a supervisory role to Graduate and Assistant Planners.

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.

## Kent County Council

### Person Specification: Principal Strategic Planning and Infrastructure Officer

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>	<ul style="list-style-type: none"><li>• Qualified to degree level or equivalent in planning or a similar related environmental discipline</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of working in a planning related position</li><li>• Experience of working in a multi-disciplinary environment and fostering strong working relationships</li><li>• Experience in leading projects</li><li>• Experience of working in a fast-moving, customer facing environment</li><li>• Experience of meeting deadlines</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Excellent written, oral and presentation skills</li><li>• Understanding of the principles of project management and ability to manage projects</li><li>• Strong analytical and interpretive skills, including drawing conclusions from raw data</li><li>• Understanding of methodological approaches to forecasting data</li><li>• Ability to work independently and as part of a team, with internal and external partners in multi-disciplinary and multi-agency projects</li><li>• Ability to develop positive relationships across the organisation, including establishing professional credibility and trust with Elected Members and the Directorate and Corporate Leadership teams</li><li>• Ability to proficiently plan, manage and prioritise a diverse workload</li><li>• Ability to think creatively to identify and implement solutions</li><li>• Strong and effective team working skills, with an ability to identify opportunities for joint working</li><li>• The ability to travel across a wide geographical area in a timely and flexible manner at various times of the day</li><li>• Good understanding of current and emerging planning legislation and policy and the implications for the County Council's priorities for Securing Kent's Future</li></ul>

	Strong knowledge of the Government's growth agenda
<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>

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