

Kent County Council

Job Description: *Planning Officer - Planning Applications and Mineral & Waste Planning Policy*

Directorate: Growth Environment & Transport
Unit/Section: Planning Applications Group
Grade: KR8
Responsible to: Principal Planning Officer (PPO)

Purpose of the Job:

The role is split between the Mineral and Waste Local Plan making function and the Planning Applications Group. Assist in a range of tasks associated with the development of the Mineral and Waste Local Plans (MWLP) and in the determination of less complex planning applications and submissions for community development and minerals and waste management activity and by providing advice in relation to less complex planning matters. Contribute by working with others to the delivery of sustainable development across the County and enable development and control of mineral and waste management capacity and community infrastructure and planning policy for mineral and waste management development.

Main duties and responsibilities:

- Under the direction and guidance of supervisors, assist in the preparation and review of the Kent Minerals and Waste Local Plan (the statutory development plan), including supporting documents and evidence to support the local plan examination, the carrying out research, analysis and evaluation and contributing to the preparation of material for elected Members, the Planning Inspectorate and other stakeholders in the plan making process.
- Assist in the preparation of annual monitoring reports including the Local Aggregate Assessment, the KMWLP Annual Monitoring Report and policy monitoring and to draft responses to District/Borough Council consultations on planning proposals affecting minerals and waste matters including safeguarding and emerging national planning policy, as required.
- Process and determine less complex planning applications, submissions and enquiries for mineral working, waste management and the County Council's own developments in accordance with Business Plan objectives, policies and procedures under the supervision, direction and guidance of case supervisors. Make recommendations in accordance with planning policy and guidance to facilitate sustainable development in relation to these less complex proposals and draft decision notices, discharge of conditions and undertake site monitoring activities at less complex sites. Negotiate with applicants, attend site meetings, direct the consultation process and undertake site assessments and prepare briefing notes and reports and recommendations for Planning Applications and Regulation Committees in relation to less complex planning matters.
- Work with other directorates within KCC and attend relevant workshops, meetings and other forums to promote the planning interests relevant to delivering and supporting growth.

- Provide a first point of contact in order to provide a link with and coordinate and facilitate positive working arrangements with local planning authorities, public and private sector partners as part of the duty to cooperate and to contribute to establishing KCC's position around its planning application service and planning policy responsibilities.
- Contribute to the production and updating of planning application records, documents and processes used for the effective running of the Planning Applications Group including the Planning Policy Team and wider division, demonstrating an ability to make a contribution to the programme of continuous improvement and innovation.
- Develop expertise and knowledge in less complex planning topics including knowledge of areas of the County and apply this in a developing professional role in relation to less complex planning matters and mineral and waste plan making activities.
- Contribute and develop enhanced procedures, processes and systems for the effective and efficient discharging of the Group's activities.

Footnote: 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.

Kent County Council

Person Specification: *Planning Officer - Planning Applications and Mineral & Waste Planning Policy*

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	Degree or equivalent in a relevant subject.
EXPERIENCE	<p>A demonstrated interest in planning, development and environmental matters, as well as an interest in local government.</p> <p>An understanding of a local authority's plan making and development management function.</p> <p>Experience in working in a multi-disciplinary environment, and in fostering appropriate working relationships.</p>
SKILLS AND ABILITIES	<p>Able to converse at ease with internal and external customers and answer questions and provide advice including the use of any specialist terminology relevant to the role.</p> <p>Excellent written, oral and presentation skills.</p> <p>Good report writing for a range of audiences.</p> <p>IT skills, including GIS.</p> <p>Strong analytical skills.</p> <p>Ability to work both independently, and also as part of a team.</p> <p>Ability to plan, prioritise and organise a diverse workload.</p> <p>Good negotiation and inter-personal skills.</p> <p>Fluent in spoken English to the extent necessary to perform the role effectively, so that a high quality service can be provided to the public.</p> <p>The ability to travel across a wide geographical area in a timely and flexible manner at various times of the day. Driving is intrinsic to much of the work and therefore a full UK Driving Licence is required – the Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.</p>

	<p>The ability to visit mineral and waste sites where the physical environment may present challenges such as uneven ground surfaces in a range of weather conditions, including at construction, quarry, landfill and waste sites.</p>
KNOWLEDGE	<p>An understanding of current and emerging planning issues.</p> <p>An interest and awareness of mineral and waste management planning and development would be an advantage.</p>
KENT VALUES AND CULTURAL ATTRIBUTES	<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> <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>