

## Kent County Council

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

---

<b>Directorate:</b>	<b>Growth Environment and Transport</b>
<b>Unit/Section:</b>	<b>Planning Applications Group (PAG) / Minerals and Waste Local Plan (MWLP) Team</b>
<b>Grade:</b>	<b>KSH</b>
<b>Responsible to:</b>	<b>Principal Planning Officer – Development Management (PAG)</b>

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

The role is a hybrid role split between the Mineral and Waste Local Plan making function in the MWLP Team and development management in the Planning Applications Group. Assist in the service delivery of the County Council's statutory Mineral and Waste Local Plan (MWLP) making function and the County Council's statutory planning application function. Determine a range of complex planning applications and submissions for mineral and waste management and the County Council's own community developments, including those that raise a wide range of planning policy considerations and provide expert advice in relation to more complex planning matters. Contribute to the delivery of sustainable development across the County via planning policy to enable and safeguard mineral and waste management capacity in the County and ensuring a balance between the needs of development and wider environmental concerns and enable the development and control of mineral and waste management capacity and community infrastructure in the County.

Promote the planning interests of KCC (and the County of Kent) by influencing national policy and encouraging a Kent wide view where this will be beneficial.

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

- Prepare and review the Kent Minerals and Waste Local Plan (the statutory development plan), including supporting documents and evidence to support the local plan examination, carrying out research, analysis, evaluation and preparation of material for elected Members, the Planning Inspectorate and other stakeholders in the plan making process, including in relation to duty to cooperate activities. Coordinate and provide informed responses as required in relation to plan making activity, publicity and consultation and contribute to establishing KCC's position around its planning policy responsibilities.
- Prepare annual monitoring reports including the Local Aggregate Assessment, the KMWLP Annual Monitoring Report and policy monitoring and provide 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 planning applications and submissions, enquiries and appeals from pre-application to post decision for mineral working, waste management and the Council's

own major development in accordance with the Business Plan objectives, policies and procedures. Make decisions and apply judgement in accordance with planning policy and guidance to facilitate sustainable development.

- Manage a caseload of more complex major planning application and submissions that raise a wide range of planning policy considerations, more likely to generate community objection and provide expert advice in relation to pre-application enquiries and planning applications to meet performance indicators and Business Plan objectives and maintain planning application records. Negotiate with applicants, attend site meetings, direct consultation processes, undertake site assessment, prepare briefing notes/reports and recommendations for Planning Applications and Regulation Committees, draft decisions, legal agreements, discharge of conditions and monitoring and enforcement of planning control.
- Prepare and present evidence for planning hearings and appeals, attend and present items at Member and public meetings and the Planning Applications Committee as required.
- Undertake the formal review of Mineral Workings under the Environment Act 1995 and any subsequent legislation and review of planning permission under the Habitats Regulations 1994 (as amended).
- Supervise and mentor junior planning, business and technical support staff, as required in order to grow and share knowledge including by planning case work supervision.
- Assist the Group Head in support of regional/national work on County Council development matters and mineral and waste local plan matters and represent the Head of Planning Applications or other senior staff at meetings, presentations, site liaison and working groups, as required. Undertake other tasks as appropriate relating to the Group's activities, as may be specified by the Head of Planning Applications.
- Contribute to the development of procedures, processes and systems for the effective and efficient discharging of the team's activities. Develop expertise in planning and plan making topics including knowledge of areas of the County and apply expertise and knowledge in expert advisory role as an established professional in relation to Planning Applications Group and Planning Policy Team matters.
- Assist with the development, maintenance, implementation and monitoring and review of up to date development plan policies which impact upon, mineral, waste management or County Council development.

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: Senior 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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>A relevant degree in planning or a similar related environmental discipline (for example, geography, environmental science, urban design).</p> <p>Hold or be eligible for Chartered Membership of the Royal Town Planning Institute.</p>
<b>EXPERIENCE</b>	<p>Experience of working in a local authority's plan making function in a wide range of plan making stages and activities, including policy making, review, reporting, consultation, examination, review, call for sites and safeguarding activities.</p> <p>Development Management experience gained from dealing with a wide range of development proposals with an emphasis on major complex development proposals and ideally a range of experience from either minerals and/or waste management development; Environmental Impact Assessment (EIA); EIA development and Appropriate Assessment Development.</p> <p>Experience in working in a Local Government environment (or similar related experience).</p> <p>Experience in working in a multi-disciplinary environment, and in fostering appropriate working relationships.</p>
<b>SKILLS AND ABILITIES</b>	<p>Excellent written, oral and presentation skills.</p> <p>Excellent report writing for a range of audiences.</p> <p>Strong analytical and site appraisal skills.</p> <p>IT skills, including GIS.</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>Well-developed negotiation and inter-personal skills with proven ability to liaise and negotiate effectively with representatives of</p>

	<p>development industry, community and environmental interests and other local authorities.</p> <p>Ability to work collaboratively and constructively with internal and external partners and an aptitude for developing internal and external relationships in organisations at senior level.</p> <p>Good public speaking skills.</p> <p>Effective mentoring and coaching skills.</p> <p>Self-confidence and political awareness within the role and in representing the County Council.</p> <p>Ability to provide expert witness evidence for planning appeals and in supporting legal challenges.</p> <p>Able to demonstrate problem solving skills.</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 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> <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><b>KNOWLEDGE</b></p>	<p>Good understanding of current and emerging development planning legislation and policy, and the implications for the County Council’s strategic objectives and working practices and demonstrate an aptitude for developing enhanced working practices to reflect changing legislation and guidance and interpreting policy and practice applying it to solve complex problems.</p> <p>Knowledge of procedural/corporate and statutory frameworks relating to the planning function.</p> <p>Knowledge of minerals and/or waste development and/or community development proposals.</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>
--	--