

## Kent County Council

### Job Description: *Strategic Planning and Infrastructure Assistant*

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| <b>Directorate:</b>    | <b>Growth, Environment and Transport</b>             |
| <b>Unit/Section:</b>   | <b>Growth and Communities</b>                        |
| <b>Grade:</b>          | <b>KR8</b>   |
| <b>Responsible to:</b> | <b>Strategic Planning and Infrastructure Manager</b> |

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

To take an active role in promoting Kent County Council's position on infrastructure and planning matters relevant to achieving sustainable 'good' growth across Kent, through the coordination of responses to Local Plans, neighbourhood plans, strategic planning applications and Nationally Significant Infrastructure Projects (NSIPs).

You will take an active part in helping to continue to build strong relationships with other local authorities and stakeholders, to ensure that their needs and expectations are understood.

The role will enable you to continue your personal and professional development and gain experience in strategic planning matters.

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

- To coordinate and prepare corporate representations to Local Plans, strategic planning applications, NSIPs and other consultations, working consistently and to relevant timescales.
- To help coordinate a number of strategic planning and infrastructure workstreams relevant to delivering and supporting growth. This will include working with other directorates within KCC and relevant stakeholders across Kent.
- To be an effective point of contact for the Planning and Infrastructure Service (the service), by coordinating and facilitating positive working arrangements with local planning authorities, public and private sector partners to contribute to establishing KCC's position on the delivery of sustainable economic and housing growth.
- To support the Service in maintaining procedures and monitoring compliance and effectiveness, to ensure that consistency is always maintained in delivering strategic planning functions.
- To assist the Service in providing objective, professional advice to Elected Members, senior management and other stakeholders, on matters relating to strategic planning and infrastructure in Kent . This will include helping to prepare briefings and updates to ensure the delivery of high-quality outcomes.
- To provide project support to the Service in developing and maintaining the Infrastructure Mapping Platform, an interactive online mapping platform for growth

and infrastructure data, which will include you working with data for Districts and Boroughs across the county to identify and highlight growth and infrastructure needs.

- To provide support to help the Strategic Planning and Infrastructure Service, when needed. This will include presenting the Service's perspective to relevant stakeholders, organising meetings, liaising with colleagues, gathering information and coordinating formal corporate submissions.
- To contribute to the effective running of the Strategic Planning and Infrastructure Service and the wider Growth and Communities Division.
- To participate in any relevant training and developing knowledge and experience to make a significant contribution to work undertaken and to acquire an understanding of the Strategic Planning and Infrastructure Service to be able to contribute fully to its work and its aims.

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: Strategic Planning and Infrastructure Assistant

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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>  |
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| <b>QUALIFICATIONS</b>                      | <ul style="list-style-type: none"> <li>• Qualified to minimum 2:2 degree level (or equivalent) in planning or a related discipline</li> <li>• GCSE Grade 9-4 or equivalent in English language and Mathematics.</li> <li>• Clear commitment to further personal and professional development.</li> </ul>   |
| <b>EXPERIENCE</b>                          | <ul style="list-style-type: none"> <li>• Experience of working in a planning related environment.</li> </ul>   |
| <b>SKILLS AND ABILITIES</b>                | <ul style="list-style-type: none"> <li>• Excellent written, oral and presentation skills</li> <li>• Strong analytical and interpretive skills</li> <li>• Strong organisational skills</li> <li>• Self-motivated and able to work independently</li> <li>• Is able to clearly communicate how planning-related policies and procedures are applied</li> <li>• Ability to develop positive relationships across the organisation and with external partners, working well as part of a team</li> <li>• Ability to proficiently plan and prioritise a diverse workload</li> <li>• Good IT skills</li> <li>• Good negotiation and inter-personal skills</li> <li>• Is able to apply learning and experience to solve complex problems</li> <li>• Thinks innovatively brings fresh perspective into the organisation</li> <li>• Demonstrates attention to detail and able to consider the bigger picture</li> </ul> |
| <b>KNOWLEDGE</b>                           | <ul style="list-style-type: none"> <li>• Has a good understanding of current and emerging planning legislation and policy</li> <li>• Has an interest in and awareness of the role and function of strategic planning and infrastructure matters</li> </ul>   |
| <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>  |

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|  | <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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