

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place

Job Ref Number: 03919

Service Area: Planning Services

Grade: G11

Job Title: Principal Infrastructure Officer

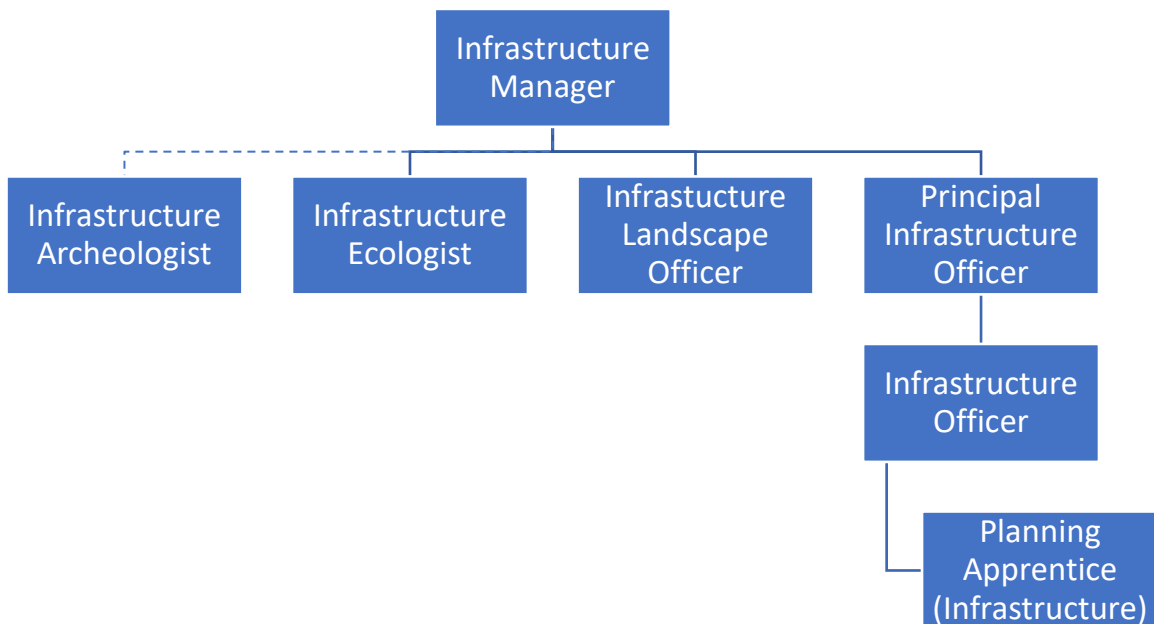
PURPOSE OF JOB:

To project manage the Council's response to Nationally Significant Infrastructure Projects. To provide an effective and efficient service to ensure the Council's views and input in response to Development Consent Order (DCO) applications are co-ordinated and provided in a timely manner. To ensure that the maximum amount of financial income is secured through Planning Performance Agreements from developers to fund the Infrastructure team.

As workloads dictate to process planning applications for minerals, waste management facilities, and County Council developments within the statutory time limits and performance targets in accordance with established planning policies.

To provide day to day management and guidance to the Infrastructure Officer and Planning Apprentice within the team.

TEAM STRUCTURE:



MAIN DUTIES:			
1	To provide professional advice on Nationally Significant Infrastructure Projects (NSIP's). Preparation and presentation of reports on Development Consent Order Projects (to Planning and Regulation Committee, Environment and Economy Scrutiny and Executive and any other Committees/working groups including Committee Site Visits, as necessary.		
2	Undertaking the managerial responsibilities of 1 (fte) Infrastructure Officer and 1(fte) Planning Apprentice to undertake work in the area of NSIP's.		
3	Monitoring performance and supervision of others in terms of progress and quality control in order to maintain the delivery of output within parameters of time and quality specified by management, including the achievement of statutory time limits for responses and decisions.		
4	Dealing with enquiries and providing technical advice on the Council's procedures and practices relating to DCO applications to MPs, Councillors, developers and other local authorities, stakeholders and local communities.		
5	Representing the Council at external meetings, countywide, regional and national working groups and forums.		
6	Negotiating with developers to discuss and complete Planning Performance Agreements for the DCO process to ensure that the Council can fully recover the financial cost of time spent on processing the application through pre application; examination and post consent stages.		
7	Responding to examiners written questions and giving evidence as an expert witness in support of the Council's position at DCO Examinations in Public.		
8	To remain up to date and compliant with relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold required standards of best practice.		
9	To commission consultants to produce reports, perform functions on DCO projects.		
10	As directed by Infrastructure Manager dependent on workloads to process the Council's core minerals, waste and County Council planning applications including preparation of reports on these applications for the Planning and Regulation Committee.		
11	Contribute to the development of individuals across the Council, coaching, mentoring and motivating staff where appropriate to achieve performance excellence and to act as a role model to others.		
12	Deliver excellent customer service incorporating the Council's equality and diversity objectives and supporting the Council to achieve best practice in all it delivers.		
PERSON SPECIFICATION			
Requirements	Where identified*	Essential	Desirable
Degree or Postgraduate Diploma in Town and Country Planning	A	✓	
Full Chartered Membership of the Royal Town Planning Institute	A	✓	
Six years post qualification experience encompassing development management, including dealing with major EIA development proposals	A	✓	
Experience and knowledge of managing statutory processes related to the 2008 Planning Act	A/I		✓
Experience working in a programme and project management environment to deliver specific milestones and outcomes	A/I	✓	

Awareness and understanding of the role of other stakeholders such as Environment Agency, Natural England, and District Councils	A/I	✓	
Ability to work independently with minimum supervision to prioritise own workloads, measure and evaluate own performance and progress	A	✓	
Excellent written and verbal communication skills to communicate in different styles to a variety of audiences.	A/I	✓	
Ability to read understand and explain technical drawings and plans	A	✓	
Knowledge of Local Government procedures and awareness and ability to work within a political environment	I		✓
Managerial and leadership skills to motivate and encourage staff to aspire to provide an excellent planning service.	A/I	✓	
Excellent interpersonal skills including time management, negotiation and influencing skills.	A/I	✓	
Listening skills & analytical skills	A/I		✓
Ability to interpret planning legislation and caselaw	A/I	✓	
Excellent interpersonal skills including line management negotiation and influencing skills	A/I	✓	
Highly competent in the use of a range of Information Technology including MS Office, database systems and Geographical Information Systems (GIS	A/I	✓	
Valid full driving license	A/I	✓	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Details:

Job Title	Principal Infrastructure Officer
Identifier	03919
Director Area	Place
Service Area	Planning
Score	626
Grade	Grade 11

Factor Levels:

Supervision/Management Of People	4.1
Dispersal Awarded	No
Creativity & Innovation	5
Contacts & Relationships	6
Decisions - Discretion	4
Decisions - Consequences	3
Resources	1
Work Demands	4
Physical Demands	1
Working Conditions	1
Work Context	2
Knowledge & Skill	6