

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place

Job Ref Number: 03580

Service Area: Communities

Grade: 12

Job Title: Applications Manager

PURPOSE OF JOB:

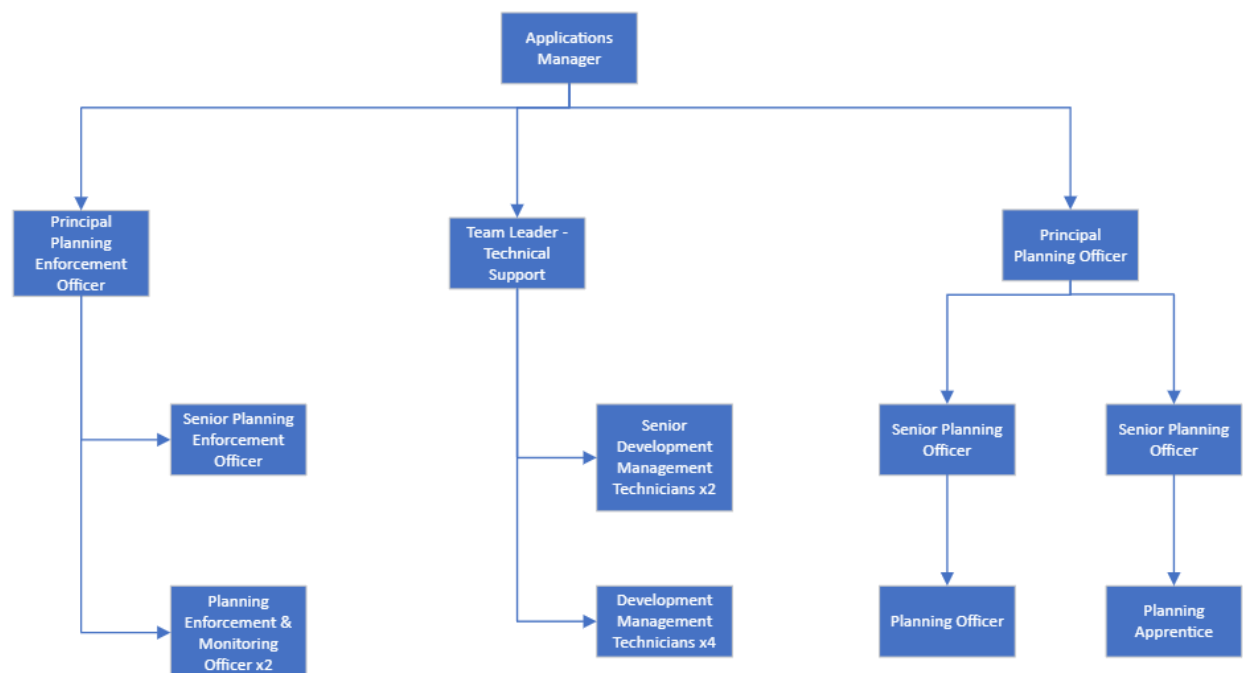
To deputise as necessary for Head of Planning provide effective and efficient services for assessing and determining applications for planning permissions and related consents for minerals developments, waste management facilities, County Council development within the statutory time limits and Government targets. Providing a body of experience to which staff can turn for advice. To as necessary be involved in Nationally Significant Infrastructure Projects

To provide advice and guidance on planning issues to Council project teams on the planning requirements and issues affecting project delivery.

To be responsible for the Councils enforcement and monitoring of sites with planning permission and any unauthorised developments falling within the Council's statutory planning responsibilities. This includes putting into practice a process for the monitoring of mineral sites and waste management sites; and when breaches of control are suspected, the investigation and, where expedient, the enforcement of planning control.

Continuously look for synergies and efficiency savings across the strategic commissioning areas.

TEAM STRUCTURE:



MAIN DUTIES:

The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:

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| 1 | <ul style="list-style-type: none">• Provide expert advice and guidance as appropriate for own area of expertise.• Deliver a personal portfolio of projects and/or specific work.• Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working.• Ensure effective performance review arrangements are in place to manage service delivery/contracts.• Monitor service delivery against expected outcomes and proactively manage performance.• Demonstration of the Council's Core Abilities (at the relevant level)<ul style="list-style-type: none">• Personal Leadership• Being Future Focused• Political and Commercial Astuteness• Supporting a High Performing and Flexible Workforce• Drive for Results |
| 2 | Contribute to the stimulation and engagement of the market from an operational aspect, building and maintaining strong, positive working relationships with service users, stakeholders, partners, providers, and potential providers. |
| 3 | Work with partners to ensure a robust approach to analysis and forecasting of population needs and balancing service delivery in terms of volume, cost, and funding. |
| 4 | Review and manage current use of resources and commissioning plans. |
| 5 | Assist with the implementation of service strategies and delivery plans to meet the Council's targets and objectives. |
| 6 | Look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets. |
| 7 | Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations. |
| 8 | Ensure Council resources are optimised and utilised effectively and efficiently. |
| 9 | Contribute to the development of individuals across the Council coaching, mentoring and motivating staff where appropriate to achieve performance excellence |
| 10 | Create a positive image of the County Council as an employee. |
| 11 | Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers. |
| 12 | Remain up to date and compliant with all relevant legislation, organisational procedures, policies, and professional codes of conduct in order to uphold standards of best practice. |
| 13 | 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. |
| 14 | To provide professional advice on planning applications to undertake environmental impact assessment of major planning applications and to prepare reports for the Planning and Regulation Committee, and attendance and presenting reports to the Planning and Regulation Committee |
| 15 | Dealing with planning enquiries and providing technical advice on the Council's planning policies and procedures to Members, developers, other local authorities and public bodies, other Council Directorates, and members of the public. |
| 16 | To lead on the statutory provisions relating to the review of old mineral permissions (ROMPs) to ensure that mineral sites are subject to up-to-date planning conditions that protect the environment and local amenity. |
| 17 | To sit on LCC project teams to provide advice and support for project delivery through effective management of the planning related issues |
| 18 | Preparing statements of case and evidence for planning appeals, including appearing as an expert witness at public inquiries hearings and examinations |

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| 19 | Preparing reports on other related planning matters for Committee. |
| 20 | Quality and Best Value initiatives. |
| 21 | Contribute towards the development of Waste and Mineral Planning policies for Lincolnshire, in accordance with the principles of sustainable development. |
| 22 | Drafting of planning obligations and to determine schemes submitted pursuant to conditions attached to planning permissions. Also, requirements attached to Development Consent Orders |
| 23 | To undertake duties and represent the County Council with respect to its membership of external working parties. |
| 24 | <p>To lead the planning enforcement function of the County Council, including:</p> <ul style="list-style-type: none"> the monitoring of waste sites (which are not covered by the chargeable monitoring regime); the investigation of alleged breaches of planning control. the processing of applications for Certificates of Lawfulness of Existing Use or Development (usually arising from those investigations). where expedient, the taking of enforcement action including, where appropriate, the seeking of injunctions from the County Court/High Court. the processing of enforcement appeals to the Secretary of State. the monitoring of enforcement requirements that have taken effect; and <p>when enforcement requirements are not met, resolution by direct action or through prosecution in the criminal courts</p> |
| 25 | To maintain an efficient and effective enforcement function by ensuring that the Lincolnshire Local Enforcement Plan and the Enforcement Manual are kept up to date and fit for purpose and maintaining a close working relationship with other enforcement bodies, such as the Environment Agency and the district councils. |
| 26 | To lead on the implementation of a chargeable programme of site visits for the monitoring of mineral/landfill sites in the County to assess whether these sites are being worked and restored in accordance with the planning requirements and, where this is not the case, to seek a solution |

PERSON SPECIFICATION

| Requirements | Where identified* | Essential | Desirable |
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| Degree or Postgraduate qualification in Town and Country Planning or a cognate subject | A | ✓ | |
| Full Membership of the Royal Town Planning Institute. | A | ✓ | |
| Six years post qualification experience encompassing development management two of which must be in dealing with minerals/waste planning matters. | A/I | ✓ | |
| Experience of preparing minerals and waste planning policies | A/I | | ✓ |
| Up to date knowledge of the English planning system, in particular the Town & Country Planning legislation and national policy underpinning Development Management procedures, maintained through Continued Professional Development | A/I | ✓ | |
| <p>Knowledge of the enforcement system including:</p> <ul style="list-style-type: none"> the procedures for investigating alleged breaches of planning | A/I | ✓ | |

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| <p>control, including the options available for securing information.</p> <ul style="list-style-type: none"> the options available for securing compliance. the pros and cons of taking enforcement action (or for not taking action), including the political consequences. <p>the role of the Secretary of State, and the civil and criminal courts in enforcement proceedings</p> | | | |
| Excellent written and verbal communication and numerical skills. | A/I | ✓ | |
| Highly competent in the use of a wide range of Information Technology, including word processing, spreadsheet and presentation software, database systems, Geographic Information Systems (GIS) and consultation management systems. | A/I | ✓ | |
| Project management ability and knowledge of relevant techniques. | A/I | ✓ | |
| Ability to work independently with minimum supervision, prioritise own work programme, measure and evaluate own performance and progress. | A/I | ✓ | |
| Able to participate effectively in partnership working arrangements | A/I | | ✓ |
| Knowledge and understanding of the political structure and decision making procedures of local government, and ability to work within a political environment dealing tactfully with politically sensitive issues | A/I | ✓ | |
| Ability to lead a team of professional officers | A/I | ✓ | |
| Ability to supervise, work and liaise effectively with contractors, suppliers and outside bodies and agencies. | A/I | ✓ | |
| Experience of implementation of planning policy through development management, enforcement or site monitoring. | A/I | ✓ | |
| Significant knowledge of Minerals and Waste planning and legislation pertaining to: Reviews of Old Mineral Planning Permissions; | A/I | | ✓ |
| Knowledge of the health & safety requirements associated with site visits | A/I | | ✓ |
| Significant knowledge of the waste management and minerals industries, and the legislation and technologies impacting upon these sectors. | A/I | | ✓ |

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| Ability to read, understand and explain technical drawings and plans. | A/I | ✓ | |
| Maintain an expertise in relation to current and professional best practice in relation to field of work | A/I | ✓ | |
| Excellent interpersonal skills, time management, negotiation and influencing skills. | A/I | ✓ | |
| Listening, analytical and research skills relevant to Planning. | A/I | ✓ | |
| Knowledge of legislation in related regulatory sectors and the work of Agencies involved in these areas | A/I | | ✓ |
| Knowledge of other disciplines, such as transport and economic development, that have land use planning implications. | A/I | | ✓ |
| Able to identify service needs, opportunities and weaknesses. | A/I | | ✓ |
| A full clean driving licence | A | ✓ | |

*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.