

## JOB DESCRIPTION & PERSON SPECIFICATION

**Director Area:** Place

**Job Ref Number:** 04169

**Service Area:** Planning Services

**Grade:** G4

**Job Title:** Infrastructure Support Officer

### PURPOSE OF JOB:

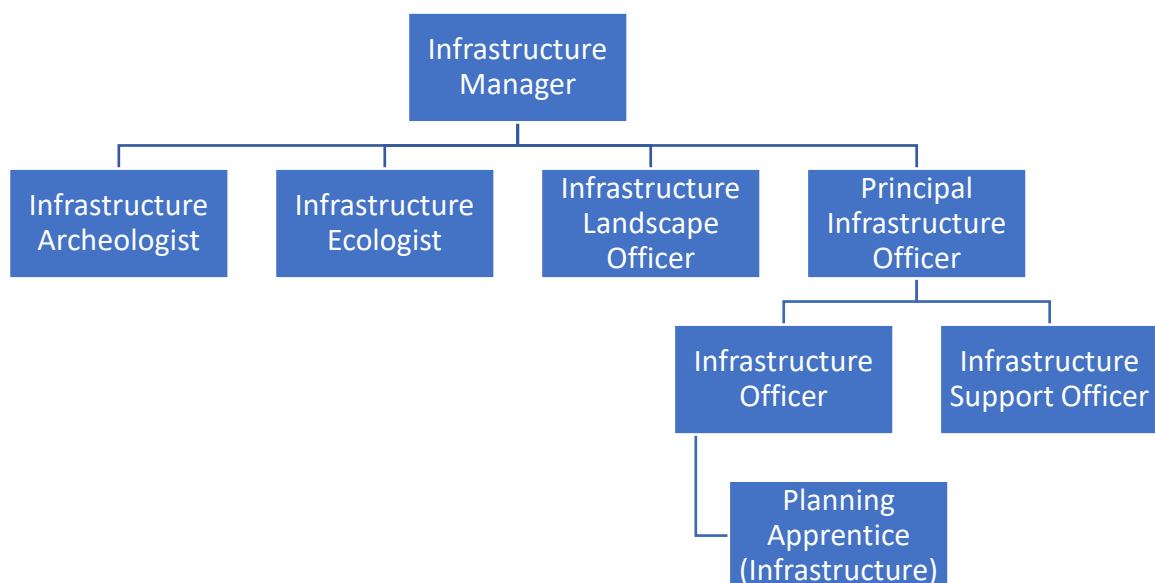
To work as part of the Infrastructure Team to provide an excellent technical service to both internal and external customers and contribute to the culture, planning and provision of the Infrastructure Team.

To provide an effective and efficient support service to the Infrastructure Team who provide the coordination of the County Council's position at all stages of the Development Consent Order process to ensure the Council's views and input on Nationally Significant Infrastructure Projects are co-ordinated and provided in a timely manner.

To ensure that the maximum amount of financial income is secured from developers in line with relevant Planning Performance Agreements.

To be organised and methodical to manage spreadsheets, databases, and coordinate internal consultations to ensure officers meet relevant deadlines.

### TEAM STRUCTURE:



<b>MAIN DUTIES:</b>	
1	Providing technical support to the Infrastructure Team to prepare and dispatch reports for the relevant Committee, including, if necessary, assist with the presentation for Planning and Regulation Committee.
2	To be a Systems Operational Administrator for the e-Planning system and integrated products, maintaining system configurations, static and dynamic data and user access in line with Development Management policies
3	Maintaining and updating the County Council's NSIP webpages.
4	Maintaining relevant project management spreadsheets and ensuring deadlines for relevant submissions are communicated and achieved.
5	To accurately input and retrieve data from IT based systems, and on-line services, including the initial data entry for all applications received. Support and maintain the e-Planning system on a daily basis and maintain data on the Council's Geographic Information System
6	Produce reports and documentation from the back-office system using reporting or other related software, publishing to web and/or emailing to Local Members and other contacts. Collecting evidence and assisting with report and presentation production for Committees.
7	Financial management of projects, ensuring timesheets are appropriately invoiced and monitored in line with relevant Planning Performance Agreements.
8	Capture actions and decisions from steering groups, promoter meetings and virtual NSIP team meetings.
9	Monitoring and maintaining the NSIP inbox.
10	Creating consultations using the e-planning system. Ensuring responses are received within the stated timeframe.
11	Providing assistance to the Infrastructure Team as the first point of contact for customer enquiries and undertake research required to support answers for customer queries where necessary.
12	Accurate logging of documentation, to include ascertaining document type, ensuring unique reference and version control details are captured.
13	Provide technical support and assistance to officers as required in preparing for committees, presentations, meetings and DCO examinations (as necessary) including compilation of documentation.
14	As directed by Infrastructure Manager dependent on workloads to support other teams within Planning Services.
15	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.
16	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.
17	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
Certificate in Town Planning Support or NVQ Level 3 in an appropriate discipline or relevant experience	A		✓
Experience in Planning Support encompassing development management or a related/similar field with transferable skills.	A	✓	
Experience and knowledge of managing statutory processes related to the 2008 Planning Act	A/I		✓
Effective time management and organisational skills with the ability to work well under pressure and meet demanding deadlines	A/I	✓	
Awareness and understanding of the role of other stakeholders such as Environment Agency, Natural England, and District Councils	A/I		✓
Excellent interpersonal skills with the ability to communicate effectively both orally and in writing with services users, members of the public, colleagues and other professionals	A/I	✓	
The ability to gather and report on statistics	A		✓
The capability to ensure timesheets for the respective projects are maintained, appropriately invoiced and monitored.	A/I	✓	
Knowledge of Local Government procedures and awareness and ability to work within a political environment	I		✓
Skills to develop productive working relationships and a collaborative approach to work.	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	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.