

## Job Description

<b>Directorate:</b>	Growth, Environment, Transport and Health		
<b>Service:</b>	Environment and Planning		
<b>Location:</b>	County Hall Preston / Working from Home		
<b>Salary range:</b>	£31,067 - £39,513	<b>Grade:</b>	7/8
<b>Reports to:</b>	Planning Team Leader	<b>Staff responsible for:</b>	-

### Job purpose and scope

This role is for a planning officer to work in the planning section of multi-disciplinary team working on the submission of major transport planning applications.

- Undertake the role of Environmental Impact Assessment co-ordinator on planning applications (Grade 8) .
- Write the supporting documents for the Environmental Statement of planning applications and Habitat Regulations Assessments.
- Review documents produced by colleagues and consultants to support the planning applications and planning conditions.
- Provide environmental advice on planning applications and discharging of planning conditions.
- Collaborate with other subject matter specialists, stakeholders and framework consultants.
- With support from the Planning Team Leader and Senior Planner expected to manage own workload.
- Be active on a number of projects at any given time – these can vary in both scale and nature,

### Performance Indicators

- Adherence to policies and procedures.
- Quality of own work against legal and best practice standards.
- Adherence to internal/external quality standards.
- Accuracy and timeliness of information reporting.
- Peer review.

### Accountabilities/Responsibilities

#### Grade 7:

- Select appropriate procedures to independently carry out planning tasks of a low risk nature (e.g. report writing, mapping, assessments, analyses) to produce the required technical output

- Undertake specialized technical analytical support activities to assist senior planner and planning team leader in delivering of major transport planning applications and planning conditions
- Provide timely collection, processing, and simple analysis of routine technical data and follow up on discrepancies/omissions to support the delivery of services.
- Provide information and practical, routine advice to colleagues by interpreting established procedures and applying best practice within planning and particularly the environmental field.
- Provide technical guidance and resolve non-standard issues to ensure planning issues resolved
- Keep up to date with changes in policy/legislation/guidance requirements to ensure service delivery is effective and complies with appropriate regulations.

## Grade 8:

- Select appropriate procedures to independently carry out more complex technical tasks of an increasingly higher risk nature (e.g. report writing, EIA co-ordination, mapping, analyses) to produce the required technical output.
- Undertake specialized technical and analytical support activities to assist senior planner and planning team leader in delivering of major transport planning applications and planning conditions.
- Collate and analyse technical data from a variety of sources and interpret findings for review by more senior colleagues.
- Provide information, advice and guidance to colleagues by interpreting established procedures, using technical experience and by applying best practice within planning and particularly the environmental field.
- Provide on the job training, mentoring and guidance to less experienced members of staff to ensure they are able to develop the necessary skills to deliver in their role.
- Regularly communicate with other agencies and service providers to share information, build working relationship and to ensure joined up service provision.
- Suggest improvements to current working methods to contribute to improvements in service delivery.

## Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

### Our Values

**We expect all our employees to demonstrate and promote our values:**

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

## Person Specification

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

### Qualifications

Bachelor's degree (or equivalent) in planning or environmental science

A member of IEMA working towards being a Registered EIA Practitioner or a member of the RTPPI working towards Chartership.

### Experience

At least one year's post qualification relevant experience in the public or private sector.

### Essential knowledge, skills & abilities

- Experience of EIA co-ordination.\*
- Experience of working on planning applications and/or planning conditions.
- Experience of using GIS mapping software (e.g. ArcPro, ArcMap QGIS).
- Experience of working independently with relevant specialised systems, equipment and/or IT software.
- Detailed knowledge of the practical application of specialised processes/procedures relevant to the role, typically gained through extensive practical experience.
- Analytical skills and problem solving capability.
- Good reporting writing skills and attention to detail.
- Ability to clearly explain technical issues to non-technical users.
- Ability to informally train and mentor less experienced staff.
- Ability to influence others based on technical or professional expertise.
- Ability to build and maintain effective networks and relationships.
- Knowledge of environmental and planning policies and guidance relevant to major transport planning.

### Other essential requirements

## Planning Officer

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.
- This is an essential car user post\*  
*You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive*