

**Isle of Anglesey County Council**

**Job Description**

**Job Title:** Major Projects Lead Planning Officer

**Post Number:**

**Service:** Regulation & Economic Development

**Function:** Planning

**Grade:** 8

**Overall Job Purpose:**

**To lead on all statutory planning and associated matters relating to major planning applications which will be determined by the Isle of Anglesey County Council or other consenting bodies.**

Over the next 10-15 years, the Isle of Anglesey is set to benefit from significant inward investment, which has the potential to transform the economy and communities of Anglesey.

This role requires specialist knowledge and understanding of a number of consenting regimes in order to ensure that the IACC meets its statutory consenting obligations to a standard that meets the Planning Inspectorate's, and developer/project's expectations and timescales.

**Key Tasks**

1. Provide strategic and professional guidance and lead on the statutory consenting processes relating to major planning applications.
2. Ensure that the County Council meets and complies with all statutory and legal planning requirements.
3. Work as part of a co-ordinated team to case manage and make recommendations on any major planning applications within defined statutory timeframes.
4. Input into the Local Impact Report/ Statement of Common Ground as well as any other reports, studies and consultations required as part of the process of dealing with and determining major planning applications.
5. Ensure statutory consenting processes maximise positive long term benefits for Anglesey, and mitigate against negative impacts on the island's social, economic, environmental and cultural attributes.
6. Liaise and discuss with other Teams in the Planning Function, other IACC Services, Gwynedd Council, external organisations, regulatory and statutory bodies etc. as well as developers and members of the public as and when required.

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7. Represent the Authority and advise accordingly on statutory planning matters on Working Groups and at meetings as and when required.
8. Support the interface on a political dimension with elected Members so as to provide sound and professional advice on all statutory consenting matters.
9. Attend and prepare reports etc. to Full Council and Planning and Orders Committee meetings in order to advise Members on statutory consenting matters, including statutory consultations and any other such matters relating to major project applications.
10. Deal with and liaise with the Planning Inspectorate, as and when required, including preparing and presenting Planning Appeal Cases.
11. Identify and negotiate mitigation and legacy measures through legal agreements and planning conditions / requirements so as to maximise benefits from the DCO and any associated TCPA.
12. Support the Examination(s) which will be convened in order to deal with major project applications.
13. Assist in preparing Brief and attend conferences with legal Counsel in preparation for Examination.
14. Work with the Energy Island Programme Management Office (EIPMO) in developing and negotiating PPA Agreements so as to ensure that the Authority has sufficient resources in place to deliver timely planning decisions and respond to statutory consultations.
15. Work with Framework Agreement Consultants and Legal Teams which have been procured under a Framework Agreement to assist the Authority in dealing with the proposed developments
16. Contribute to the preparation of IACC policy documents and strategies in order to maximise community, environmental and economic benefits from the proposed development.
17. Lead on the preparation of IACC responses to consultations on National legislation, policy and guidance (including planning, economic development and climate change matters).
18. Utilise appropriate project management tools in order to direct work activities in line with various requirements of the statutory consenting regime.
19. Display a high level of professional competency, maintaining a thorough and up to date knowledge of Planning legislation and policies, and apply this to ensure legally sound, quality and robust planning recommendations and decisions.
20. Ensure full compliance with all relevant County Council policies and procedures (e.g. EU Procurement and the Council's Financial Regulations; Data Protection Act; Freedom of Information; Equalities Act 2010; Welsh Language Standards);

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21. Comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities, which that policy places on every employee, aligning with the core values of the Authority, which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.
22. Deputise for the Planning Development Manager/ Chief Planning Officer as required.
23. The post-holder may be required to carry out any other responsibilities as appropriate with the nature of the post and its grade.

**Position in the Organisation**

**Reports to:** Planning Development Manager

**Responsible for:** Statutory consenting processes relating to Major Projects

**Staff Supervised:** External consultants appointed through a Framework Agreement

*Note: the number, scope and responsibilities of staff supervised via external funding is fluid and will change as new agreements are approved and existing agreements end.*

**Financial Resources**

Level: 4B                                      Indicative Annual Value £250,000 +

**Physical Resources**

Land and buildings - No./area	Value £ N/A
Plant / Vehicles / Equipment – No	Value £ N/A
Information Systems – No./volume:	All Development Consent Order and Town and Country Planning Application documentation in relation to the North Wales Connection Projects. Value £250,000

**Language Requirements:**

<b>Welsh Language Skills (Please see the skills framework attached)</b>						
Listening and Speaking (Tick One)	Level 0	Level 1	Level 2	Level 3	Level 4 ✓	Level 5
Reading (Tick One)	Level 0	Level 1	Level 2	Level 3 ✓	Level 4	Level 5
Speaking (Tick one)	Level 0	Level 1	Level 2	Level 3	Level 4 ✓	Level 5
Writing (Tick One)	Level 0	Level 1	Level 2	Level 3 ✓	Level 4	Level 5
<b>English Language Skills (Please see the skills framework attached)</b>						
Listening and Speaking (Tick One)	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5 ✓
Reading (Tick One)	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5 ✓
Speaking (Tick one)	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5 ✓
Writing (Tick One)	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5 ✓

**Working Arrangements and Conditions:**

Working week: Any 5 out of 7 (Monday – Sunday)

Contracted hours: 37 hours per week

Spread: Monday to Sunday (with occasional flexibility of hours to meet specific work demands)

Identified work base: Your principal work base is identified as Llangefni. You may, however, be required or permitted to work anywhere within the Council's area on a permanent or temporary basis without additional time or payment for doing so. You may also be required to work from home on a regular or ad-hoc basis, as part of the 'smarter working' initiative, reducing contact with other officers

**Normal work location**

- Normally office based
- Office based but with some site / home / meeting visits
- Role involves substantial travelling with occasional visits to identified work base

**Business Travel**

- No business travel
- Some business travel. Postholder may be called upon to provide own vehicle
- Some business travel. Council vehicle may be provided to postholder
- Postholder employed as driver / required to operate specialist machinery

**Exposure to disagreeable working conditions**

**Environmental**

- Minimal / normal office environment
- Some
- Significant

**Aggressive / difficult clients**

- Minimal
- Some – see emotional demands
- Significant

**Other Conditions:**

**DBS check required**

- Enhanced
- Standard
- Not applicable

**Work Flexibilities / Restrictions**

**Politically Restricted Post:**

- Yes
- No

**Home / Mobile Phone provided**

- Yes
- No

**Protective Clothing provided**

- Yes
- No

**Flexibility**

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the postholder to be developed and maximised to the mutual benefit of both employer and employee.

**Date of preparation of this job description document:**

This job description is issued at **February 2022** and will be reviewed regularly as part of individual and organisational development and performance review and may be subject to variation.

**Isle of Anglesey County Council - Person Specification**

**Education and Training**

**The minimum educational requirements/professional or vocational qualifications for the post**

**Essential**

1. Educated to degree level or equivalent.
2. Full Membership (Chartered) of the Royal Town Planning Institute.
3. Ability to demonstrate continuous professional development.

**Desirable**

1. Programme or Project Management Qualification.

**Any specific training required for the post Incl. Certification**

**Essential – N/A**

**Desirable – N/A**

## **Key Competence Requirements**

### **Job related knowledge Critical for effective performance**

#### **Essential**

1. Thorough and robust experience and understanding of Planning legislation, procedures and processes.
2. Knowledge and experience of dealing with statutory consenting matters in respect of major developments.
3. Previous track record of presenting complex planning information to formal committees and meetings.
4. Experience of working within a political framework and awareness of governance matters that affect Planning.

#### **Desirable – N/A**

### **Specific skills critical for effective performance**

#### **Essential**

1. Ability to operate and move between strategic and operational level thinking to deliver positive outcomes for the island.
2. Experience of effectively communicating with the public, politicians and other stakeholders (including staff).
3. Ability to challenge and influence established beliefs and behaviours.
4. Ability to analyse complex information, situations and issues.
5. Effective IT skills and ability to use, develop and maintain effective document management systems and software.

#### **Desirable – N/A**

### **Managerial skills critical for effective performance**

#### **Essential – N/A**

#### **Desirable – N/A**

**Personal Attributes**

**Personal values and characteristics which should be demonstrated in performing the duties of the post**

**Essential**

1. Give a good example to others by being proactive, honest and consistent.
2. Ensure compliance with professional standards.
3. Excellent verbal and written communication skills.
4. Ability to work under pressure to meet deadlines and targets.
5. Possess relevant competencies, professionalism and integrity to not only deal with statutory consenting matters relevant to the Isle of Anglesey but also on a National basis.
6. Excellent negotiation and advocacy skills.
7. Ability to adapt to change.
8. Postholder must be able to work within a team environment.

**Desirable – N/A**

**Personal Circumstances**

**Job demands which, if not met, could constrain effective performance in post**

**Essential**

1. Flexible approach to working hours.
2. Full driving licence and access to a vehicle which can be used for work purpose

**Desirable – N/A**

**Language Skills – Workplace Assessment Levels****(i) Listening**

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

**(ii) Reading**

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

**(iii) Speaking**

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

**(iv) Writing**

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to complete written work without the need for revision