JOB DESCRIPTION	
Job Title:	Senior Planning Officer - Minerals and Waste
Portfolio:	Place and Growth
Reports to:	Planning Manager - Minerals and Waste
Location:	Ty Dewi Sant, Ewloe
Post Reference:	80000006701

Job Purpose

As a member of a specialist team to provide professional guidance with the development and implementation of planning policy. Advise on all land use planning matters with specific reference to minerals and waste issues across the Shared Service's client Planning Authorities. To manage a wide ranging and complex minerals and waste and enforcement caseload and to deputise for the Minerals and Waste Planning Manager where required.

Principal Accountabilities

1. Deputise for the Minerals and Waste Planning Manager in managing/supervising the work of the officers within the North Wales Minerals and Waste Service, including Planning Enforcement and technical support.

2. Determine all types of planning applications, including the most complex minerals and waste development, and other major development including infrastructure projects (such as renewable energy and carbon capture and storage projects, agree details, investigate, consider and authorise enforcement action and other functions delegated to the Schemes of delegation of the North Wales Authorities in a manner to ensure robust and timely decisions are made.

3. Implement the North Wales Local Planning Authorities' statutory Planning functions in terms of assessing Minerals and Waste Planning and other major and complex applications, preparing reports and recommendations, making decisions and agreeing recommendations of other officers, preparing appeal statements and giving evidence to Public Local Inquiries/Hearings and at Court, giving pre-application and general advice and supervising the advice given by others, responding to complaints, breaches of planning control and general enforcement/compliance matters and investigating the need for and instigate enforcement action and/or prosecution proceedings to ensure compliance with statutory requirements.

4. To provide sound and timely professional and technical advice to all those involved in the planning process and monitor all types of developments to achieve compliance with relevant approved plans and conditions and legal agreements attached to planning permissions.

5. Assemble and interpret relevant information to assist with the preparation and formulation, monitoring and review and implementation of Development Plan Policies and programmes, and also regional minerals and waste policies to ensure that the plans are kept up to date and correctly monitored and consistent with Government Policy, across all client planning authorities.

6. Provide representation on behalf of the North Wales Planning Authorities at all working groups and other fora such as Quarry/Waste site Liaison Committees as required.

7. Provide professional guidance and direction as and when necessary to other staff, e.g., graduate planners/planners, technicians and administrative support staff and staff members from within Flintshire and the client authorities on all minerals and waste planning and enforcement matters.

8. Monitor and review mineral and waste sites and advise on methods by which working practices may be improved. To negotiate such improvements where direct control through legislation does not exist.

9. Manage complaints received with regard to operations at minerals and waste sites and develop and maintain relationships with communities and operators to ensure that problems are resolved quickly and effectively.

10. Deputise for the Minerals and Waste Planning Manager (North Wales) when representing the Region as and when required to include the preparation of reports and recommendations to the client Planning Authorities' Committees, Member Task Groups and Panels. As and when required, to contribute to Regional policy development, associated working groups and reporting.

11. To work flexibly as a resource for the service responding to changing demands on the service to ensure service delivery and timeliness and quality decision making.

12. To work effectively within and beyond the service demonstrating the highest standards of customer care.

Job Context

The North Wales Shared Service for Minerals and Waste Planning was established in 2011 in response to the need to make this very specialist Planning Service much more resilient, particularly in the context of financial constraint within the public sector. It has been developed in direct support of the Welsh Assembly's 'Making the Connections' initiative and the vision of the North Wales Regional Partnership Board to use collaboration to improve services and make them more efficient, whilst retaining local democratic choice and accountability.

The service scope is based around:
Policy development in respect of Minerals and Waste Planning;
Processing planning applications for minerals and waste sites across the North Wales region; and
Monitoring, Compliance and Enforcement of Mineral and Waste sites.

These functions are backed by administrative and technical support teams which provide day to day assistance and which are also capable of responding to meet specific requirements or changes in work related priorities. The Shared Service will continue to be operated in a manner which responds positively to the economic, social and environmental needs of the communities across its client authorities.

The grade of Senior Planning Officer (Minerals and Waste) was created to ensure professional planning staff are developed in this specialist planning area. Increasingly the development industry and those representing environmental groups are employing more sophisticated approaches to securing their objectives and it is important that the Service is able to respond on a sufficiently experienced level. The principles of sustainable development underpin the work of the Service.

Contacts

Internal:

- Chief/Senior Officers - Professional advice and support, Councillors

External:

- Public/Developers/Consultants - Professional advice and negotiations.
- Representatives of Town/Community - Professional advice.
- Councils
- Other Agencies e.g., other Councils, Welsh Government, Statutory Undertakers, NRW - Professional advice.
- Mineral Operators - Professional advice and negotiations.
- Waste Operators - Professional advice and negotiations.
- Liaison Committees - Professional advice and support.
- Regional Planning Bodies - Professional advice, support and negotiations

Operational Activity

1. Provision of pre-application advice; validation and assessment of planning applications; provision of advice on planning applications to stakeholders; provision of recommendations on planning applications; the enforcement and monitoring of minerals and waste activity. The defence at appeal of the Authority's decision to refuse planning permission.
2. Supporting a response to the Review of Minerals Planning Permissions.
3. The development of planning policy in relation to minerals and waste activities for adoption within the North Wales Planning Authorities' Development Plans and the development of the Strategic Development Plan
4. Full engagement with initiatives to plan for minerals and waste activities at a regional scale including support for the North Wales Regional Aggregates Working Party; and regional waste policy monitoring.

Supervision/Management of People

This role will be expected at time to assist with the management of more junior staff within the Shared Service and provide them with guidance in undertaking their tasks, meeting objectives and deadlines. Also providing peer-to-peer support to team members together with allocating work, casework management, approving/authorizing reports/decisions and motivating/inspiring others within a difficult front-line service.

Employment Checks/Specific Requirement

Successful applicants will be required to undergo the required recruitment checks and Occupational Health Risk Assessments. Applicants will not be cleared to start employment until satisfactory recruitment checks have been obtained.

A driving license and access to a car is preferable. Alternatively, access to transport to undertake the duties of the role is an essential requirement of the role. This role involves driving regularly and a full driving license is required along with access to a vehicle.

Special Working Conditions

This role involves site/visits inspections on varied sites which involve going on operational and also inactive quarry and waste site with required equipment, remote sites in rural areas and urban locations. Post-holder has to be acutely aware of lone-worker issues and risks.

This role involves working outdoors in inclement weather on occasions for a portion of working time on site visits.

Person Specification		
The person specification sets out the skill, knowledge and experience that are necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all the essential criteria in order for your application to be shortlisted for interview.		
Academic / Professional Qualification	**Essential / Desirable**	**How will this be assessed**
Professional qualification(s) in Town Planning or similar.	Desirable	Application
Membership or capable of achieving membership of the Royal Town Planning Institute (RTPI) or other relevant professional body such as Chartered Institute of Wastes Management (CIWM), Royal Institution of Chartered Surveyors (RICS), or demonstrated evidence of experience in Minerals and Waste Planning equivalent to these standards.	Desirable	Application
Knowledge and Experience		
Significant experience of managing a heavy development management caseload, including major, complex and controversial applications and appeals and similar experience managing an enforcement caseload.	Essential	Applications/ Interview
Significant experience of working effectively, collaboratively and in partnership both within the Council, across agencies, with the private sector and local communities.	Essential	Applications/ Interview
Significant experience of working with elected members and senior officers to assist in the delivery of effective development management.	Essential	Application/ Interview
Significant experience of providing excellent customer care within planning functions and working with members of the public.	Essential	Application/ Interview
Excellent knowledge of national policy and statutory procedures relevant to development management processes	Essential	Application/ Interview
Experience of Minerals and Waste planning function.	Desirable	Application/ Interview
Knowledge and application of the Town and Country Planning System, Environmental legislation and, Wildlife Conservation Legislation.	Essential	Application/ Interview
Knowledge and awareness of specific Minerals and Waste related policy, guidance and legislation.	Desirable	Application/ Interview
An understanding and knowledge of the quarrying industry, mining and minerals processing industry and/ or the waste collection, handling, storage, treatment, recycling, recovery and disposal industry and waste processing technologies.	Desirable	Application/ Interview

Skills		
Excellent interpersonal and communications skills – oral and written.	Essential	Application/ Interview
Excellent analytical and numeracy skills.	Essential	Application/ Interview
Ability to use a variety of computer software for the preparation of reports, monitoring work and data analysis.	Essential	Application/ Interview
Positive attitude to career professional development and service delivery.	Essential	Application/ Interview
Ability to work effectively as part of a team.	Essential	Application/ Interview
Ability to work effectively on own initiative.	Essential	Application/ Interview
Ability to produce detailed and accurate work within set deadlines.	Essential	Application/ Interview
Welsh Language	Desirable	Application
Ability to analyse complex issues and reach balanced conclusions.	Essential	Application/ Interview
Ability to develop and maintain good working relationships with applicants, Members and the public in the exercise of statutory responsibilities.	Essential	Application/ Interview
Level of physical mobility to be able to carry out site inspections and carry site monitoring equipment without unacceptable risk of personal harm or injury.	Essential	Application/ Interview

Job Evaluation

This job description has been compiled to enable a consistent approach to the job evaluation process. For the majority of roles, the Council has adopted the GLPC Job Evaluation Scheme and undertakes JE in accordance with that scheme.

Review

This is a description of the job as presently constituted. It is the Council's practice to periodically examine job descriptions and update them to ensure they accurately reflect the job required to be performed or to incorporate proposed changes. The post holder will be consulted upon, and all employees are expected to participate fully in discussions.

Other Duties

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Flintshire County Council Values:
Excellence: We will develop sustainable ways of delivering services which meet our needs now and into the future and we will promptly take action if we think we can do things better for the residents of Flintshire. **Equality:** We are committed to creating a workplace that is fair and inclusive, which welcomes diversity and recognises the contribution and potential of every individual. **Supportive:** We work as one team to create an environment which enables our employees to work safely, maintain good health and well-being, feel valued, and part of one organisation. **Pride:** We are passionate about making a positive difference to the people and place of Flintshire. **Accountable:** We work together with our communities and our partners to make things happen and do what we say we will do. **Integrity:** We act consistently, and fairly and build trust through responsible actions and honest relationships. **Respect:** We value everyone and treat people with dignity and professionalism. **Well-being:** We look after ourselves, each other and the environment.