**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Senior Planning Officer |
| **Job Reference** | 20724 |
| **Grade and Salary** | 6 - £40,777-£47,054 per annum (pro rata for part time)This role includes performance related pay progression |
| **Service and Team** | Housing, Growth and Planning – Planning Team |
| **Location** | Endeavour House, 8 Russell Road, Ipswich IP1 2BX – Hybrid working |
| **Hours per week** | 37 |
| **Status** | **Fixed term or secondment for 2 years (funding)****Post 1: NSIP’s****Post 2: Sizewell C** |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

Your work will make a significant input to the County Council’s planning team. There will be opportunities to work with different aspects of planning across the team, with other services within the council and with other partner organisations. We will also support you with professional training, where needed.

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| **About the team** |

The Team comprises a small, but busy team of planners and other professionals working on a diverse range of projects. Working within a County Council, you will be part of shaping the planning process to further the broad interests and duties of the Council. The Team comprises the strategic planning and development management functions of the county council. The county council has plan-making and development management functions, like other local planning authorities, for minerals and waste and for planning applications, the council is responsible for its own developments such as for schools, fire stations and roads.

The strategic planning function interacts between Suffolk’s other local planning authorities and the county council’s other services in the production of local and neighbourhood plans and the delivery of infrastructure. This includes securing developer contributions through section 106 agreements or through the community infrastructure levy.

The team also leads the Council’s contribution to Nationally Significant Infrastructure Projects and Suffolk is a notable hot spot of activity, particularly related to energy projects.

The team works closely with others within the council and outside the organisation, including the Economic Development Team which develops strategic policy with the Local Enterprise Partnerships.

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| **What you will be expected to deliver in the role** |

**Day to day tasks may include:**

* Provide timely, clear and effective professional advice to the public, councillors and colleagues on a range of planning matters, which may include Minerals and Waste policy, development management matters and the processes involved in consenting and delivering NSIPs;
* Assist with the County Council’s required inputs at various stages of the delivery of Nationally Significant Infrastructure Projects including technical and professional input, including instructing legal representatives;
* Work with and support other planning staff involved in programming NSIPs and providing technical input;
* Attend inquiries and examinations in public to represent the county council on its position;
* Providing professional planning advice and support for corporate development projects and other initiatives.
* Monitoring and keeping under review the Minerals and Waste Local Plan.
* Formulating responses to Local and Neighbourhood Plans and major planning applications, including NSIPs
* Assisting with the alignment of delivery of infrastructure through Local Plans, the Community Infrastructure Levy and section 106
* Provide the strategic planning input to the preparation of Local Plans (and other associated documents) by the District/Borough/Parish Councils in a manner which reflects the corporate priorities of the Council.
* Attend local plan examinations and planning inquiries.
* Managing a caseload of planning applications, preparing reports for, and attendance at, Development and Regulatory Committee
* Mentoring members of the Team in matters related to their professional development

Although this list provides examples of what you will be doing, it’s not intended to be exhaustive and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

**Essential**

1. Degree in a development-related discipline (e.g. planning, transport, housing).
2. Qualifications necessary for membership of a relevant professional organisation.

**Desirable**

1. Member of Chartered Institute such as RTPI or RICS.
2. Post-graduate qualification in a related discipline (e.g. economic development).

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk.
2. Shares our [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.

**Specialist knowledge skills and experience**

1. Comprehensive understanding of planning law and policy and detailed knowledge of the operation of the systems governing Community Infrastructure Levy and planning obligations.
2. Good working knowledge of computer spreadsheets, databases and other software.
3. Evidence of successful negotiation skills and good knowledge and understanding of the economics of the development process.
4. Sound experience of the planning process such as analysing reports or data associated with planning applications, policy formulation and implementation.
5. Adept at working collaboratively with a range of stakeholders to develop shared solutions to complex problems.
6. Confident and persuasive communicator in person and in writing.
7. Able to produce clear, concise reports on a range of subjects within relevant timescales.
8. Able to programme inputs to deliver tasks or objectives for more than a year.
9. Ability to articulate clearly to others the requirements and justification for improving processes and the need for action.
10. Ability to concentrate for lengthy and, occasionally, prolonged periods (all day) for reports or attending public examinations.
11. Able to communicate effectively, with tact and diplomacy with diverse and challenging audiences.

**It would also be desirable to have**

1. Understanding of transport planning and the interaction of transport/highways legislation with planning processes.
2. Direct experience of planning policy formulation.
3. Direct experience of County Matters (Minerals and Waste Planning
4. Experience of setting out and negotiating development contributions with developers and the local planning authority.
5. Experience of programming or setting a strategy for delivery over more than a year.
6. Experience of working effectively in a political environment and presenting reports to Committee.
7. Operation of Geographic Information Systems.
8. Mentoring/training junior team members.

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

You will need to travel, so you must either hold a full, current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.