



Cumberland Council

Post Specification

Date	March 2023
PG Number	6355
Post Title	Assistant Development Management Officer
Job Family	Regulation and Technical
Job Family Role Profile	RT9
Final Grade	Grade 9

To be read in conjunction with the job family role profile

Service Area description

Delivery of the technical advice to fulfil the Council's Development Management responsibility for responding to planning enquiries and planning applications in Cumbria.

Purpose of this post

To assist the Development Management Officers to ensure formal responses to planning enquiries and applications are provided efficiently and to an appropriate standard, reflecting the relevant policies, technical principles, guidance and regulations/legislations relative to the area of responsibility.

To provide technical advice in managing consenting on ordinary watercourse duties to meet the Council's obligations under the Flood and Water Management Act 2010.

To provide technical advice on school place planning duties to meet the Council's obligations under the various education acts.

Key job specific accountabilities

1. To evaluate and assess planning applications and planning enquires, which impact on the County's highways and transport network, school provision and/or present a flood risk. Provide formal responses on behalf of the Council and assist in negotiating appropriate mitigating measures, such as financial contributions or infrastructure improvements, as part of the planning process.
2. To provide advice to colleagues, other officers and external parties on the interpretation and application of policies, technical principles and regulations/legislations in respect of the areas or responsibility.
3. To assist with consultations and activities associated with contributions and improvements in respect of areas of responsibility resulting in Section 106 and Section 278 Agreements or school reorganisation.
4. Carry out site visits to validate and discuss flood consent applications and handle any routine challenges or questions from consent applications/agents, including the preparation of reports and advice for colleagues, applicants and members. Assist with the delivery and monitoring of the Cumbria Local Flood Risk Management Strategy.
5. Carry out other tasks commensurate with the grade as may be required, including responding to emergency situations.

Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	•
Staff Management Responsibilities	•
Other	•
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none"> • HND or HNC in Environment or Construction related background or equivalent. • Local Government experience preferably working in customer facing services such as a Development Management or school place planning service. <ul style="list-style-type: none"> • Knowledge of highways development management, flood management and the planning process or school place planning. 	
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> • This post does not require a DBS check. <ul style="list-style-type: none"> ○ 	
Job working circumstances	
Emotional Demands	Occasional
Physical Demands	Normal effort required
Working Conditions	Mainly office based, with some visits within Cumbria
Other Factors	
<ul style="list-style-type: none"> • To model and display corporate standard and behaviour • 	