



Cumberland Council

Post Specification

| | |
|--------------------------------|-----------------------------------|
| Date | January 2025 |
| Post Group Number | PG6328 |
| Post Title | Planning Officer |
| Job Family | Regulatory & Technical |
| Job Family Role Profile | RT |
| Final Grade | RT13 |

To be read in conjunction with the job family role profile

Service Area description

The Service is responsible for carrying out Cumberlands Council's duties as planning authority for mineral, waste and for the council's own developments. The service also meets council's duties in respect of Common Land, Town or Village Greens, Land Charges and the environment of Cumbria.

Purpose of this post

To be responsible for the delivery of development control and regulation services, and delivery of the Council's objectives and statutory responsibilities in respect of development control and regulation. To act as lead officer in the development, review and monitoring of minerals and waste, and landscape planning policies, to achieve the council's objectives for sustainable development and economic growth.

Key job specific accountabilities

1. To be responsible for the processing and evaluation of all types of minerals, waste and Cumberland Council planning applications, including applications requiring Environmental Impact Assessment and Minerals Review schemes. Implement the scheme of delegation and ensure that cases are presented in a timely manner to committee and attend committee site visits. The post holder will be expected to deal with complex and /or contentious planning matters, make difficult decisions and negotiate on high value /high profile public and private sector projects and negotiation S106 agreements.
2. Inspect and monitor minerals and waste and Cumberland Council developments to ensure compliance with the planning permissions and initiate and undertake effective action against non-compliance. Represent the Council at and actively contribute to minerals and waste sites' liaison committees and where necessary parish council and public meetings. Investigate complaints and cases of unauthorised development and take effective action to resolve the planning issues. Take enforcement action where required and give evidence in Court in relation to prosecutions arising from non-compliance with statutory notices.
3. Prepare and present the Council's case in respect of planning applications and enforcement appeals dealt with by written representations, public inquiries and court proceedings, as expert planning witness, to ensure compliance with timescales and statutory procedures and to effectively support the Council's position.
4. To contribute in the preparation, monitoring and review of the Council's minerals and waste planning policies to achieve the objectives of sustainable development and to ensure compliance with all statutory procedures and requirements. Prepare and present evidence, including being an expert witness at examinations in public in respect of both policies and site specific proposals.
5. To undertake other duties as may be determined within the general scope of the post and commensurate with the grade.

| | |
|--|---|
| Please note annual targets will be discussed during the appraisal process | |
| Key facts and figures of the post | |
| Budget Responsibilities | <ul style="list-style-type: none"> • None directly but contribute to securing income and contribute to monitoring expenditure and income |
| Staff Management Responsibilities | <ul style="list-style-type: none"> • None |
| Other | <ul style="list-style-type: none"> • None |
| Essential Criteria - Qualifications, knowledge, experience and expertise | |
| <ul style="list-style-type: none"> • Degree or equivalent in Planning. • Experience in development control and regulation and / or minerals and waste planning policy. • Proven experience and competence to manage complex/contentious planning matters. • Excellent verbal and written communication skills to a variety of different audiences. Ability to plan and prioritise workloads. | |
| Disclosure and Barring Service – DBS Checks | |
| <ul style="list-style-type: none"> • This post does not require a DBS check. | |
| Job working circumstances | |
| Emotional Demands | <ul style="list-style-type: none"> • Occasionally to deal with difficult situations. |
| Physical Demands | <ul style="list-style-type: none"> • Physically able to walk over uneven ground to inspect mineral and waste sites. |
| Working Conditions | <ul style="list-style-type: none"> • Office based generally with visits to sites |
| Other Factors | |
| <ul style="list-style-type: none"> • To model and display the corporate standards of behaviour. • Ability to travel throughout Cumbria | |