Job Description

Job Title	Major Projects Officer
Directorate	City Development
Service Area	Planning & Building Control
Grade	8
Competency Level	2
Salary	£47,665 - £53,051
Job Type	Hybrid
Location	Citywide
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	

Job Purpose

To carry out a full range of development management functions and to assist in the delivery of major planning applications and development projects of strategic importance across the City as a whole in a customer focussed, business friendly approach to provide a modern Planning service.

Directly Responsible For:

Not applicable

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Directly Responsible To:

Development Management Team Leader City Centre Growth and Major Projects

Main Areas of Responsibility:

- To use all resources (both time and financial) allocated to specific projects and areas of work effectively and efficiently in accordance with Service objectives and the Team's work programme
- To improve delivery of development projects of strategic importance to the City. The key role will work across traditional boundaries within the planning profession and involve the areas of development management, planning policy, the development team, design and implementation
- The assessing of planning and other applications, preparing reports and recommendations, preparing appeal statements and giving evidence to public hearings/inquiries, giving pre-application and general advice, responding to complaints breaches of planning control and general enforcement matters
- Determine all types of planning applications, with a main focus on delivering major planning applications and development projects of strategic importance from submission through negotiation and determination, to implementation and delivery
- To assess and give advice on enquiries which could lead to major and complex planning applications
- To provide a quality, business friendly, customer focussed service
- Advise and provide guidance and training to junior and other members of staff
- Review effects of existing policy and practice on development proposals and support preparation of DM policy/Local Plan and supplementary guidance, development briefs, practice notes
- Represent the area team as required including attendance at Planning Committee, visiting panel, inter departmental working groups

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- Deputise for the Team Leader when absent in managing/supervising the work of the Team
- The monitoring and review of development management policies and standards, in conjunction with the Plans and Development Team
- Input to the update and review of the Local Plan
- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities
- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Embed the Local Plan's vision and strategic priorities in planning decision making to help maximise development opportunities
- To have a good understanding of contract management
- Contribute to sustainable development in all duties undertaken

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

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Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The job would include using a computer and siting at a desk for prolonged periods of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

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Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**

The competency framework can be found here.

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.

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Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- A degree/diploma or equivalent experience in Town Planning. The resultant qualification must be RTPI recognised (A)

Desirable

- Further training in management, urban design, DC Policy work, local planning would be an advantage

Experience

Essential

- Demonstrable experience of dealing with large scale development proposals, appeals and enforcement (A/I)
- Experience of leading staff and allocating workloads (A/I)
- Demonstrable experience of creating quality environments (A/I)
- Experience of taking responsibility for decision making, guiding staff and resource management within a Development Management Team within an urban authority (A/I)

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Desirable

- Project management experience
- Experience of presenting evidence at appeals

Skills/Abilities

Essential

- Proven and confident negotiation skills (A/I)
- Ability to work as part of a team (A/I)
- Excellent organisational skills (A/I)
- Excellent presentation, communication and report writing skills (A/I/P)
- Ability to identify problems, set objectives, initiate action, work to a deadline and monitor results (A/I)

Desirable

- Comprehensive knowledge of all support processes in relation to development management
- The ability to motivate and lead a team of staff

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Commitment to service improvements and providing a first-class customer focussed service
- Self-motivated with the ability to work with the minimum of supervision and be well organised

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Other

Desirable

- Full Clean driving licence
- A positive pro-active approach to development management in an urban authority

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