| Role Structure | Role Details |
| --- | --- |
| Directorate: | Economy & Environment |
| Grade: | HC09 |
| Location: | Strategic and Neighbourhood Planning |
| Responsible to: | Strategic and Neighbourhood Planning Manager |

# Job Description

# Job Role:

# Infrastructure Planning Policy Officer

**Service**

**Economy and Growth**

## Main purpose of the role

* To support the delivery of the planning policy service, assisting in the preparation and implementation of planning policy documents and other Council Plans and strategies.
* To identify the infrastructure requirements arising from planned growth within the county, through the preparation of an Infrastructure Delivery Plan and support the production of the Infrastructure Funding Statement or such other successor document.
* To develop infrastructure policies for the Local Plan
* To support the viability testing of the Local Plan
* To prepare the Infrastructure Levy for the county and provide support to the S106 planning obligations/CIL to support infrastructure needs arising from new development across the county

| Key Duties and Responsibilities | Frequency of Task |
| --- | --- |
| * The jobholder will be expected to complete the responsibilities/accountabilities effectively in order to deliver the key objectives of the organisation: | * Daily |
| * To contribute to the preparation of the update to the Local Plan including supporting the viability testing under the general guidance of the Strategic and Neighbourhood Planning Manager | * As required |
| * To prepare an up to date Infrastructure Delivery Plan (IDP) to assess infrastructure needs, funding, mechanisms and costs of provision | * As required |
| * To maintain and develop the IDP in the long term, over the duration of the Local Plan preparation timetable and post adoption. | * As required |
| * To prepare any additional supplementary planning guidance with regards to developer contributions/Infrastructure Levy/CIL/s106 | * As required |
| * To develop a good working relationship with key service providers in the county in order to ensure that there is an awareness of infrastructure needs to support delivery. | * As required |
| * To assist in the preparation of funding bids to support the provision of infrastructure across the county. | * As required |
| * Prepare an up to date register of contacts and maintain effective working relationships with infrastructure providers. | * As required |
| * Prepare an up to date Infrastructure Delivery Plan (IDP) to assess infrastructure needs, funding, mechanisms and costs of provision | * As required |
| * Contributing to the preparation of the update to the Local Plan under the general guidance of the Strategic and Neighbourhood Planning Manager | * As required |
| * Maintain and develop the IDP in the long term, over the duration of the Local Plan preparation timetable and post adoption. | * As required |
| * Preparing any additional supplementary planning guidance with regarding to developer contributions/Infrastructure Levy/CIL/s106 | * As required |
| * Undertaking public participation including presentations to and consultation with Parish Councils and other bodies as required | * As required |
| * Contribute and support the viability testing of the Local Plan | * As required |
| * Participating as required in joint discussions with Council officers of other services including corporate working groups in order to ensure an effective infrastructure planning policy input | * As required |
| * Contribute to the monitoring of the Infrastructure policy within the Local Plan | * As required |
| * Work with officers in the Council’s economic development and Delegated Grant teams to maximise funding opportunities for priority infrastructure | * As required |
| * Work with partners including infrastructure providers, other local authorities across the wider region to ensure infrastructure projects are developed in a consistent, timely and cost effective manner, maximising opportunities for match funding. | * As required |
| * Advise members and officers on national legislation and guidance relevant to the planning and delivery of infrastructure to support development. | * As required |
| * Assist in the training and development of staff, local members and Town and Parish Councils regarding infrastructure delivery | * As required |
| * Support Town and Parish Councils regarding the inclusion of infrastructure projects within their Neighbourhood Development Plans | * As required |
| * Represent the Council on issues relating to infrastructure delivery at Public Inquiries, Examinations and Hearings giving oral and written evidence | * As required |
| * Prepare reports to Cabinet and other committees. Attend these meetings as necessary. | * As required |
| * Respond to written and verbal requests for advice and information on developer contributions and infrastructure delivery. | * As required |
| * Lead on responses to national policy changes relating to developer contributions, including the future replacement national infrastructure levy. | * As required |
| * Follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports. | * As required |
| * Maintain personal and professional development to meet the changing demands of the job | * As required |

**Person Specification**

| **Requirements** | **Essential or Desirable** | **Identified by**  **A – Application I – Interview** |
| --- | --- | --- |
| **Qualifications and Training** | | |
| * Degree or diploma in town and country planning or other relevant subject. This may be a UK qualification or a fully comparable qualification obtained overseas. | Essential | A, I |
| * Membership or working towards membership of the Royal Town Planning Institute or Royal Institute of Chartered Surveyors | Essential | A, I |
| **Experience & Knowledge** | | |
| * Experience of the preparation of Local Plan documents and of the implementation of planning policies and projects. | Essential | A, I |
| * Understanding and experience of Infrastructure Delivery and viability | Essential | A, I |
| * Working proactively across organisational boundaries and service providers | Essential | A, I |
| * Experience of working closely with the development industry and building successful relations with public and private sector. | Essential | A, I |
| * Presentation of relevant matters to Council committees, Parish Councils and other public meetings. | Essential | A, I |
| * Presentation of cases at Public Inquiry/Examination or other public meetings. | Essential | A, I |
| **Skills and Abilities** | | |
| * Able to work effectively as part of an established proactive team to achieve project deadlines set within the Council’s Local Development Scheme. | Essential | A, I |
| * Clear, concise and assertive written and verbal communication skills | Essential | A, I |
| * Ability to organise work tasks to manage multiple priorities to achieve maximum team effectiveness, within set guidelines. | Essential | A, I |
| * Financially and commercially aware with strong analytical skills and a creative approach to providing infrastructure and viable solutions | Essential | A, I |
| * Excellent IT skills including MS Office and Excel. | Essential | A, I |
| * Ability to travel around the County. * Ability to work outside normal office hours. | Essential | A, I |

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

## Our Values and Behaviours

The council’s THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. ​They help us to achieve our Council Plan vision “do our best for Herefordshire” acting as our DNA and the “way that we do things around here”. We expect all colleagues to act as a role model by living our values and setting an example for others. ​Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

**Trust -** Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

**Honesty -** Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

**Responsibility -** Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

**Inclusivity -** Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

**Value -** Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

**Empathy -** Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

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