

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	11RT	<b>Role Title</b>	Principal Planning Policy Officer
<b>Grade</b>	PS11	<b>Reports to (role title)</b>	Minerals & Waste Policy Team Leader
		<b>Directorate</b>	Environment, Transport & Infrastructure
<b>JE Band</b>	439-518	<b>Service</b>	Infrastructure, Planning & Major Projects
		<b>Team</b>	PG Mineral & Waste Planning Policy
		<b>Date Role Profile was created</b>	Feb-18

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>To take a lead role in developing, monitoring, and reviewing the county council's mineral and waste planning policies and plans as part of the council's statutory planning function.</p> <p>To take a lead role in minerals and waste policy development and engagement working with government and other stakeholders as well as internally with Members and officers.</p>
<b>Work Context</b>	<p>Part of a small Minerals and Waste Policy Team. The Policy Team undertakes a statutory function in ensuring the Minerals and Waste Development Plan Documents are up to date and that council policies are implemented and monitored.</p> <p>The post holder will work collaboratively with officers across the directorate and with partners locally, regionally, and nationally. He/she will need to keep abreast of the national policy framework for minerals and waste and emerging issues and challenges.</p> <p>The post holder will work closely with the Cabinet Member, Strategic Director and Head of Service, . The post holder will be expected to work on specified projects exercising discretion and with minimal supervision. He/she will need to advise the team manager and be prepared to substitute for the team manager as required.</p> <p>Projects include the delivery of new Surrey Waste and Minerals Plans. This is an important and complex project management role including managing consultants and ensuring statutory requirements are complied with.</p>
<b>Line management responsibility</b> if applicable	Responsibility for managing and mentoring planning apprentices and interns.
<b>Budget responsibility</b> if applicable	Indirect responsibility over the budgets of major projects: circa £100,000 - £300,000 Influence over development worth several hundreds of millions of pounds
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• Direct, manage and monitor the operation of an efficient and effective service ensuring the work of the team supports service objectives and that necessary resources are secured.</li> <li>• Lead major projects and reviews within a defined area of work to optimise and enhance service delivery.</li> </ul> <p>Policy &amp; Compliance</p> <ul style="list-style-type: none"> <li>• Ensure legal, regulatory and policy compliance of relevant schemes/ initiatives.</li> <li>• Contribute to and where appropriate lead the development of practical strategies, works programmes and service improvement in own area of specialism and monitor and control their implementation to manage and mitigate risks.</li> </ul> <p>People and partnerships</p> <ul style="list-style-type: none"> <li>• Directly or matrix manage a diverse group of staff to ensure the successful delivery of a service.</li> <li>• Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised.</li> <li>• Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies.</li> </ul> <p>Resources</p> <ul style="list-style-type: none"> <li>• Review the operations of the teams to identify improvements in systems, processes, procedures and working methods, and propose changes to secure greater efficiency and compliance.</li> <li>• Monitor, analyse and manage delegated budgets, funding and resources in accordance with council policies and procedures.</li> </ul> <p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Analyse, interpret and evaluate relevant data applying judgment and technical expertise to identify risk, support the resolution of issues and support decision making.</li> <li>• Through management and supervision ensure that appropriate record keeping is kept and risks and issues are identified and actions taken.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation. Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>

<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject.</li> <li>• May be required legislatively to maintain a professional qualification or competency.</li> <li>• Substantial practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.</li> <li>• Excellent understanding of subject matter, principles and practices relevant to technical area.</li> <li>• Proven ability to apply project management principles and techniques to a wide range of complex projects or programmes.</li> <li>• Extensive knowledge of principles, practices, and procedures relating to business planning and financial management</li> <li>• Ability to collate, monitor and interpret a range of data.</li> <li>• Proven ability to establish and maintain highly effective working relationships with a range of stakeholders.</li> <li>• Comprehensive knowledge of computerised business systems</li> <li>• Proven written and oral communication with the ability to influence and work in collaboration with others.</li> <li>• Excellent management skills with proven experience motivating, coaching, mentoring and developing staff.</li> <li>• Ability to understand, meet and exceed customer expectations.</li> <li>• Proven problem solving skills with the capacity to devise and implement innovative solutions.</li> </ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<p>Degree or postgraduate diploma assessment in town and country planning.  Membership of the RTP!  Demonstrable high intellectual ability  Evidence of continuous training and personal development  Requires political management, negotiating, influencing and leadership skills</p>
<b>Role Summary</b>	<p>Roles at this level typically have significant management responsibility either for a large team or coordinating sub functions within a service, and/or will provide professional, specialist or high level technical advice, direction and input across a wide range of activities. They require a conceptual understanding of a technical, professional or specialised field, and job holders require the knowledge and experience to handle and resolve complex issues, anticipate problems and recommend solutions. There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions. They will typically be required to influence/motivate others both inside and outside immediate reporting lines, including external stakeholders, and have a primary role in setting service levels. They ensure that their services achieve the agreed financial and service standards, and will have professional autonomy and discretion within operational policies and practice guidance.</p>
<b>Reference Number</b>	<p style="text-align: center;">BM-2022-134</p>