 **Role Profile**

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| **Job Title** | Post Approval Implementation & Monitoring Officer | | |
| **Team** | Strategic Development Team | **Grade** | 5 |
| **Reports to** | Strategic Development Team Leader | | |
| **Date** | July 2024 | | |

**One Arun:**

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| Every role at Arun contributes towards our [**Vision – *A better future***](https://www.arun.gov.uk/download.cfm?doc=docm93jijm4n18990.pdf&ver=20441), and every employee strives to embrace and champion our [**Values**](https://arungovuk.sharepoint.com/sites/intranet/staff/Useful%20documents/Arun%20values%20explanation.pdf#search=arun%20values)**:**  A logo of a chat  Description automatically generated |

**Overall job purpose:**

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| To aid the delivery and monitoring of large developments through monitoring of planning conditions and obligations and provide administrative and technical support for the Strategic Team. To organise and support the strategic site Advisory Group meetings. |

**Key areas of focus:**

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| 1. | To review and determine applications for the discharge of conditions and non-financial obligations attached to planning permissions for large scale major development. |
| 2. | Provide post-planning permission project management support for large scale major developments. |
| 3. | Provide a liaison role for local residents, Parish Councils and elected Members with developers. |
| 4. | Provide administrative support for the Advisory Groups established for each key development area. |
| 5. | Develop and maintain the Council’s web presence for major developments so that existing and future residents can be more informed regarding what is proposed, what has been approved and when different parts of the development are likely to occur. |
| 6. | Take an active role in the monitoring of major development to ensure development is carried out in accordance with approved details and that that key infrastructure is delivered in a timely manner. |
| 7. | To act as a liaison for the Strategic Development Team with infrastructure providers. |
| 8. | To work alongside the Planning Contributions & Data Analysis Officer to input data from planning obligations into the monitoring database. |
| 9. | Carry out site visits to monitor progress on the delivery of housing and infrastructure. |
| 10. | Assisting the Team Leader for Strategic Development on any matter in line with the grade of this post. |
| 11. | To ensure that a high standard of customer service is provided. |
| 12. | To identify, investigate and negotiate with developers to resolve beaches of planning conditions or legal obligations. |
| 13. | Any other duties that are appropriate with this post and commensurate with the appointed pay grade. |

**Additional information (not contractual)**

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| 1. | Responsible for x staff. |
| 2. | Responsible for budgets. |
| 3. | Service delivery;  The postholder is expected to contribute to the improvement of service delivery standards. |

**Role Requirements**

The following outlines the criteria for this post. Applicants will be shortlisted and interviewed to assess if they meet the criteria for the role.

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| **Criteria** | **Essential** | **Desirable** |
| **Professional Qualifications** | | |
| Educated to GCSE level or equivalent | X |  |
| GCSE standard in Maths and English | X |  |
| **Experience** | | |
| Experience of collecting, interpreting and presenting information. | X |  |
| Experience of managing projects. | X |  |
| Experience or knowledge of working in an office in an administrative capacity. | X |  |
| Experience of dealing with the general public face to face, in writing and on the phone. | X |  |
| Experience of writing reports. |  | X |
| Experience of working with the minimum of supervision. |  | X |
| Previous experience of process and performance monitoring. |  | X |
| Experience of dealing with people. |  | X |
| Working with plans. |  | X |
| **Knowledge** | | |
| Natural aptitude for IT systems and programmes. | X |  |
| Numerate. | X |  |
| Ability to work accurately under pressure. | X |  |
| Report writing skills. | X |  |
| Ability to meet deadlines and good time management skills. | X |  |
| Ability to interrogate systems and present information. | X |  |
| Good communication and people skills. | X |  |
| Customer service skills. | X |  |
| Ability to negotiate and influence. | X |  |
| Quick learner. | X |  |
| **Behaviours** | | |
| **Accountability:**  Accepts responsibility for their own actions, behaviours, performance and decisions and is transparent about this. Acknowledges when things go wrong and learns from this. | X |  |
| **Adaptability**:  Responds to challenges and change with an open mind, shifting priorities and re-focusing. | X |  |
| **Transparency:**  Is open, authentic and honest in actions, decisions and communications. | X |  |
| **Inclusivity:**  Recognises and respects the diverse needs and challenges of others, advocating inclusivity to create a culture that values diversity. | X |  |
| **Approachability:**  Supports others and recognises the impact their behaviour and attitude has on them. | X |  |
| **Competencies** | | |
| **Customer Focus:**  Takes pride in and is committed to delivering high quality services. Identifies and clarifies individual needs. | X |  |
| **Collaborative Working:**  Working together to achieve a shared goal. Builds effective relationships with internal and external customers. | X |  |
| **Communication (Written / Oral):**  Able to communicate clearly, appropriately and respectfully with colleagues and customers. | X |  |
| **Organisationally Aware:**  Has an understanding of Arun’s Vision, general functions, and the political environment in which we work. | X |  |
| **Problem Solving:**  Able to identify issues related to the job, offering solutions. | X |  |
| **Organisational Skills:**  Plans and prioritises own work with reference to line manager. Makes the best use of own time and meets deadlines. | X |  |
| **Initiative:**  Understands what needs to be done and accomplishes it proactively and with minimal supervision. | X |  |
| **Decision Making:**  Able to make fair and logical decisions using policies / procedures and available evidence and be clear in the rationale. | X |  |
| **Results driven**:  Persists in the face of difficulties to achieve goals, delivering outcomes on time and successfully. | X |  |
| **Other** | | |
|  | Yes | No |
| Does this role require a Basic/Enhanced DBS (Disclosure and Barring Service) check? |  | X |
| Will the post holder be required to take card payments via MOTO. (If yes – needs basic DBS). |  | X |
| Is this a Politically restricted post? |  | X |
| Does this role require any out of hours/ weekend/ evening/ rota work? |  | X |
| Does this role require a driver’s license and access to a vehicle? | X |  |
| Does this role attract an essential car user allowance? |  | X |
| Does this role attract a market supplement? |  | X |
| Does this role require a uniform? |  | X |