



## Job description

<b>Department:</b> Built and Natural Environment	<b>Location:</b> Cambourne/ Cambridge City
<b>Job title:</b> Landscape Officer(Grade 4)Senior Landscape Officer (Grade 5)(Career Graded)	<b>Post number:</b>
<b>Grade:</b> 4 or 5	<b>SCP range: 25726 - 35747</b>
<b>Responsible to:</b> Senior/Principal	<b>Responsible for:</b> Grade 4 – n/a Grade 5 may have responsibility for line managing, supporting, supervising, developing and mentoring staff
<b>Health Considerations/ Risk/ Surveillance Required:</b>	The post requires site visits and inventories, normally unaccompanied, on building sites, settlements and landscapes. Fitness required. Habitual car user. Habitual VDU user.

### Description of duties and responsibilities

To undertake work in connection with town planning related matters, dependent upon specific areas of work.

To apply expertise consistent with the role within a specialist team in the service and contribute to the delivery of team outcomes by applying detailed technical/ professional knowledge and skills and through a personal caseload of applications and/or projects.

### Key result areas / overview

- The work of the GCSPS and the post holder is expected to contribute directly to key outcomes in each Council's corporate plans and the GCSPS business plan as well as national priorities for the region, and uphold and support the organisational values of both local authorities.



- To promote GCSPS in a positive manner both externally and internally and demonstrate professional behaviours and culture across the service.
- To apply technical skills and professional knowledge consistent with the role within a specialist team within the GCSPS and contribute to the delivery of team outcomes including through personal application and/or project workloads.
- The post holder is also expected to provide advice and support to colleagues and other users of the service, within and beyond the GCSPS.
- To deliver a high-quality service to customers, including residents, applicants, developers, landowners, parish councils and businesses.
- The post holder will also be expected to play an active part in the achievement of performance and budgetary aspirations, consistent with the continuous improvement of the service for its users.
- To work collaboratively with key partners including Cambridgeshire County Council, other planning authorities, the Cambridge and Peterborough Combined Authority and Greater Cambridge Partnership to deliver agreed outcomes on strategic projects.
- At more senior levels, the post holder will be expected to support the development of less experienced staff and take individual responsibility for projects and initiatives that contribute positively to the delivery of the service, team or each Council's corporate plan objectives and values.

### **Key responsibilities / specific duties**

- Contribute to the aims and objectives of delivering high quality sustainable development across Greater Cambridge and as defined by the GCSPS.
- Consult, engage and advise customers, communities, colleagues, elected Members and other interested parties as required by legislation, Council policy and professional good practice and ensure effective and high-quality responses to all enquiries and comments (including corporate complaints).



- Engage with and support the GCSPS with the effective delivery against the agreed performance management framework for the service and against Corporate Plans and GCSPS Business Plan.
- With appropriate levels of supervision dependant on seniority, manage a number of complex applications and/or projects involving multiple stakeholders, and budget responsibility as appropriate, effectively managing competing priorities.
- Prepare professional reports, presentations, recommendations, and briefings with levels of supervision appropriate to the role, communicating complex issues clearly and succinctly.
- Support the Team to meet/exceed defined financial and performance objectives for the team and Service and to support and participate in the delivery of initiatives to improve the quality and performance of the GCSPS.
- To ensure high standards in the provision of advice and reports to committee elected members and other stakeholders. Representing planning services at committee and public meetings as well as involvement in regional and sub-regional issues.
- Lead/carry out the negotiations, formulation of recommendations and issue of decisions/prepare reports on non-routine matters to the Cabinet, Lead Member and/or Scrutiny or other Committees as necessary, including where a Key Decision is required appropriate to the grade and role.
- To organise and prioritise work in accordance with targets, including targets contained within relevant service plans, Service Improvement Plans, business plans and individual appraisals appropriate to the grade and role.
- To prepare and give evidence and statements for different categories of planning appeals as required and appropriate to the grade and the role.
- Commit to the development of professional and technical competencies associated with the post holder's activities in line with career progression targets and personal development programs



- Where relevant, to manage, support and mentor staff effectively within the team/service as required and undertake performance management in accordance with organisational policies and guidance.
- Carry out other duties within the competence of the post holder as may be reasonably required from time to time.
- To carry out all duties and responsibilities in accordance with each Council's policies covering equal opportunities, GDPR and customer care.
- To ensure that health and safety policies are implemented at all times and raise any concerns regarding their operation or any other safety matters with the appropriate line manager.

#### **Grade 4**

- To be familiar with the changes in techniques, legislation, national policy and other guidance relevant to the field of work
- Undertake site visits as required
- To deal effectively with enquiries and communications from customers and other stakeholders
- To communicate effectively with a range of customers, both orally and in writing
- To provide support for more senior officers on large-scale and strategic projects as appropriate and deal with less complex related work streams under supervision from Senior / Principal officers.
- To advise and give guidance on the preparation of illustrative material and technical work related to the field of study.
- To provide cover on day-to-day matters in the absence of the supervising officer on matters directly relating to the duties of the post holder and refer more complex issues for decision where early responses are required.
- To attend and support community and other planning service stakeholder engagement events as required.



- To assist in the investigation of alleged breaches of planning with the Principal Planning Officer (Enforcement) on any action (if any) to be taken
- To assist actions to resolve identified breaches of planning control and prepare associated delegated and Committee reports To prepare written representation appeal statements in accordance with the Town and Country Planning Appeal (Written Representation) Regulations or contribute to such statements as relevant to the role, reporting directly to the supervising officer.
- Assist in the preparation, review, consultation and implementation of planning policy and guidance, including the Local Plan and related Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). Neighbourhood Plans and Conservation Area Appraisals and Management Plans
- To support projects and activities consistent with the promotion of high-quality sustainable design and construction and/or the effective management of the built or natural environment. This is likely to include engagement with external agencies and stakeholders, including communities, developers/specialists and elected representatives on behalf of the Council.
- Act as advocate for and support the development, implementation and continuous review and monitoring of strategies related to Landscape to promote sustainable management, enhancement and protection of built and natural heritage across greater Cambridge
- Support in the provision of advice on Landscape matters, as relevant to the role, to case officers, senior officers and external agents involved in development, and as appropriate to Committee and public meetings throughout the pre-application, consultation and post decision stages, including acting where appropriate as advisor to public/internal panels and the Planning Committee.

## **Grade 5**



- Working knowledge of changes in techniques, legislation, national policy and other guidance relevant to the field of work
- Undertake site visits where required
- Advise and negotiate with applicants and/or other stakeholders on a range of development proposals, ensuring planning requirements including S106 obligations are adhered to.
- To communicate effectively with a range of customers, both orally and in writing and briefing members on issues as required.
- To prepare written statements on planning and enforcement appeals to be considered by way of written representations or hearing and to appear at the hearing as the relevant Council's witness.
- To attend and support community and other planning service stakeholder engagement events as required.
- To assist with the investigation of more complex alleged breaches of planning control and to assist the Principal Planning Officer (Enforcement) on any action (if any) to be taken.
- To prepare, review, consult on and implement planning policy and guidance, including the Local Plan and related Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs) Neighbourhood Plans and Conservation Area Appraisals and Management Plans making recommendations and presenting to the relevant Council and public meetings as necessary.
- To prepare or assist senior officers in the preparation or commissioning of technical reports and expert advice relating to planning strategy, policy and related matters (such as sustainability appraisal, housing, employment, transport, environmental protection, design, land use).
- To participate in partnership working to represent the interests of Greater Cambridge in the preparation of planning policy, strategy, environmental and infrastructure projects by partners including Greater Cambridge Partnership,



- Provide technical assessments and draft responses to the policies and strategies of other agencies, such as Government, Cambridge and Peterborough Combined Authority, adjoining authorities and other statutory bodies (including Highways England).
- To deliver projects and activities consistent with the promotion of high-quality sustainable design and construction and/or the effective management of the built or natural environment. This is likely to include engagement with external agencies and stakeholders, including communities, developers/specialists and elected representatives on behalf of the Council.
- Act as advocate for and to develop, implement and continuously review and monitor strategies related to Landscape to promote sustainable management, enhancement and protection of built and natural heritage across greater Cambridge
- The provision of advice on Landscape matters, as relevant to the role, to case officers, senior officers and external agents involved in development, and as appropriate to Committee and public meetings throughout the pre-application, consultation and post decision stages, including acting where appropriate as advisor to public/internal panels and the Planning Committee.

### **General to all job descriptions**

- To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.
- To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management



instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.