#### UTTLESFORD DISTRICT COUNCIL

**JOB DESCRIPTION**

**Designation:** Planning Lawyer **Post Number: Grade 9 £39,880**

**– rising to £42,821**

**Directorate:** Chief Executive **Section:** Governance & Legal

**Reporting to:** Legal Services Manager **Located:** Saffron Walden **OR**

such other place of employment in the service of Uttlesford District Council as required.

**Responsible for:** N/A

**OVERALL PURPOSE OF JOB**

(Summary in no more than two or three sentences)

1 To provide high quality responsive and cost-effective legal services to the Council.

**KEY RESPONSIBILITIES**

1. To provide legal advice to the Council, Committees, Members, Working Groups, Management Team and Officers in respect of all services.

2. To act for the Council in planning enforcement matters and appeals where Counsel is not instructed. To instruct Counsel as required.

3. To prepare planning enforcement and other statutory notices.

4. To negotiate and draft Section 106 Agreements.

5. To prepare, present or participate in the production of reports to working groups and Committees.

6. To maintain an up to date working knowledge of legislation and relevant law and best practice.

7. The duties and responsibilities in this Job Description give a broad outline of the functions of the post. However, by necessity, these duties must be approached in a flexible manner to accommodate the changing needs and demands of the service provided by Uttlesford District Council. The post holder will be expected to adapt to changing circumstances and therefore the outline of duties may change from time to time.

**OPERATING ENVIRONMENT**

The post holder will be expected to follow the Council policies and procedures and act in a flexible, co-operative, and professional manner at all times, assisting colleagues to maintain an effective and efficient service delivered economically. The post holder will also be expected to operate within corporate standards of performance and security.

**PERSON SPECIFICATION/SELECTION CRITERIA**

The following person specification lists the criteria that have been agreed for the person we are seeking to recruit. These criteria will be used for both the shortlisting of applications and at the interview stage. **It will help your application, therefore, if you can provide information on the application form of your experience ability to meet the criteria** either through your previous employment, social activities or in the home.

##### 1 Knowledge

1. General Local Government Law
2. Planning appeals
3. Planning Enforcement
4. Planning Agreements

##### 2 Skills

1. Good drafting, advice giving and advocacy skills.
2. Sound organisational skills and ability to prioritise conflicting workload demands.
3. Ability to work independently and contribute effectively as part of a team.
4. Well-developed communication skills and the ability to advise constructively at all levels of the Council and externally with appropriate persons and agencies.

##### 3 Experience

1. General Planning Law
2. Planning Agreements
3. Planning Appeals
4. Planning Enforcement
5. Providing advice and attendance to Planning Committee, Working Groups, Officers and Members.

**4 Qualifications/Training**

a) Qualified as a Solicitor or Barrister or FILEX.

**5 Circumstances**

a) Ability to attend daytime Planning Committee and some evening meetings and travel throughout the District and to Courts and other appropriate offices elsewhere.

**Non-Line Manager Core Accountabilities**

* Understand the needs of your customers and deliver the best possible outcomes through exemplar behaviour in accordance with UDC’s Values and Behaviours
* Work flexibly and collaboratively across structural boundaries in support of key outcomes
* To contribute to development or organisational capability by taking ownership of your own training and development, including identifying and taking part in training and development activity and responding to feedback on performance
* Take responsibility for identifying and auctioning areas of risk including Health and Safety and Business Continuity

**Safeguarding**

Uttlesford District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

**Role Requirement**: This role does require a DBS (CRB) check.

**Pre-employment Checks appropriate to this Job Profile**

Uttlesford District Council (UDC) is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation.

**Essential User**: Does not qualify as an Essential User

Effective date 01.09.2021 / Date last reviewed: March 2018

**VALUES AND BEHAVIOURS -** The postholder is expected to demonstrate the following:

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| VALUE: ACHIEVING HIGH PERFORMANCE | |
| **REQUIRED BEHAVIOURS** | |
| **ENTHUSIASTIC** | * Creates and maintains a positive work ethic while striving to get the job done |
| * Shows pride in what they do |
| **SUPPORTIVE** | * Identifies where changes are needed and helps make them happen |
| * Learns from experience/mistakes |
| **PROBLEM SOLVING** | * Adopts a proactive and positive approach to solving problems |
| * Produces innovative ideas, thinks ‘outside of the box’ |
| **FLEXIBLE** | * Promotes and embraces change, is open to new ways of working |
| **VALUE: RESPONDING TO CUSTOMER NEEDS** | |
| **REQUIRED BEHAVIOURS** | |
| **CUSTOMER FOCUSED** | * Open and honest in communication with internal and external customers; shows courtesy and respect |
| * Demonstrates required behaviours to meet all Customer Charter promises above and beyond specified requirements |
| * Conducts themselves in a professional manner, promoting the council’s reputation |
| **RESPONSIVE** | * Understands and responds to customer needs |
| * Actively seeks feedback to improve customer service |
| * Proactively works to progress new ways of working to improve customer service |
| **VALUE: WORKING TOGETHER** | |
| **REQUIRED BEHAVIOURS** | |
| **VALUING OTHERS** | * Treats everyone fairly, with respect and dignity, responding sensitively to individuals |
| * Shows respect for the values, experience, contribution, or work of others |
| **TEAM WORKING** | * Develops team working in service area and across the council and strives to maintain a high level of motivation |
| * Works across service areas to attain common goals |
| * Encourages others to input ideas and opinions and responds to good suggestions |
| **OPEN/HONEST** | * Open and honest in communication, seeking and giving regular feedback |
| **DEVELOPING OTHERS** | * Shares job knowledge and skill willingly with other employees to help them or assist in their development |
| **RECOGNISING SUCCESS** | * Acknowledges success/achievements of others in the organisation |