

JOB DESCRIPTION: DEVELOPMENT CONTROL OFFICER or PLANNING ENGINEER



JOB SUMMARY

Ref: AB/DCOPE16

The post holder will provide the development, planning and consenting service for Boards within the Somerset Drainage Boards Consortium (SDBC) and other Boards within any joint service agreement that includes the SDBC.

The post holder will seek to ensure that the management of the drainage and water level management network is not compromised by development or changes in land use.

The post holder will report to the Chief Engineer and will be expected to stand in for him when unavailable or absent. The post holder will receive day to day instructions from the Chief Engineer and Clerk.

The post holder will work alongside the existing Engineers and Ecologist in the Engineering Department.

PRINCIPAL DUTIES

1. To manage and undertake the Boards' main response to development planning consultations received from external organisations.
2. To manage and provide a Land Drainage Consenting service for all works falling within the jurisdiction of the Boards' adopted byelaws
3. To be proactive in securing funding from developers to cover additional maintenance, operational and staff burdens placed on the Boards by development proposals.
4. To provide a development control service for the Boards to ensure that all development occurs to minimise flood risk and any impacts on the Boards drainage and water level management infrastructure and also allows the Boards to meet their environmental duties.
5. To provide advice, guidance and information on development planning and consenting to colleagues in the Boards or Consortium.
6. To assist the Clerk in the enforcement and rectification of unconsented works
7. To undertake formal reporting to the Drainage Boards and their Committees' both in writing and also verbally at their meetings.

MAIN DUTIES

1. Working with local authority planning officers and engineers at all levels to promote the interests of the Boards and the improvement of drainage and flood risk
2. Working with local authority planning officers and councillors to ensure matters of flood risk, drainage and water level management are adequately covered in strategic planning documents and supplementary planning documents.
3. Working in conjunction with the Environment Agency as well as local authority flood risk and land drainage engineers to ensure there is full co-operation and co-ordination on planning documents and applications.
4. Providing pre application advice to developers and individuals
5. Working with developers and planning authorities to ensure that the Boards have a clear and robust system in place for the recovery of any and all costs incurred by the Boards when dealing with development within the catchments.

6. Collecting and receiving planning application consultations from planning authorities and registering the applications and enquiries in the Boards' electronic monitoring system.
7. Assessing and consulting with colleagues and Board members on applications and enquiries received and then preparing responses. Some checking of hydrology and hydraulic designs will be required.
8. Organising and running weekly internal planning consultation meetings.
9. Undertaking the monitoring and inspection of site works in conjunction with Board field staff. Checking and ensuring compliance with conditions on planning consents and Land Drainage Consents.
10. Obtaining agreements with developers to secure Boards' interests and reimbursement of costs.
11. Initiating enforcement action against development that is not in accordance with approved Land Drainage Consents. Assisting with the professional and technical input into enforcement including preparation and presentation of evidence.
12. Operating a monitoring system for the control of planning consultations and land drainage consent applications to ensure all consultations and applications meet statutory and non-statutory deadlines.
13. Working with colleagues in the Consortium to provide them with advice on matters of planning development and land drainage consenting and enforcement.
14. Have regular contact with Board members and Catchment Representatives in order to collect and disseminate local information on applications and strategic plans.
15. Provide written and verbal reports to all Boards and Consortium Committees as well as attending from time to time. Some attendance at evening meetings may be required
16. Set up and maintain a system to record statistics and the proper archiving and filing of information on the Boards' consultation, consenting and enforcement work.
17. To assist the GIS Technician in the gathering and inputting of asset data for development and consent works.
18. Maintaining an up to date knowledge of planning and consenting legislation, codes of practice, national and local guidance and best practice.

GENERAL STATEMENT

The information contained in this job description is furnished to assist employees joining the Board to understand and appreciate the work content of their post and the role they play within the organisation. However, the following should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail.
- Broad headings, therefore, may have been used, in which case all the usual associated routines are naturally included within the job description.