

Operational Planning Co-ordinator – Grade 10

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work.

This role is part of the Council's Environmental Waste Strategy Team but will work closely with other Council officers (such as planning officers in Skills and Regeneration and Homes and Neighbourhoods Services) to provide professional waste management advice and guidance and deliver improvements to waste management services. You will play a key role ensuring the Waste Strategy requirements and longer term aims are taken into account in the planning applications process. We know the rate of planning applications is growing and each application and site is unique. Your role will provide advice to ensure best practice in waste management is integral to the Planning process.

Reporting to the Principal Landscape Architect, you will be responsible for providing recommendations to planning and act as consultee on behalf of Operational Services. You will work primarily within the Waste Strategy Team, but the role will involve liaising closely with groups such as the following:

- Planning officers and highway planning officers in the planning service and other strategic planning teams within the Council.
- Area managers and team leaders in waste and street cleansing services; and
- Street works team in highways service.
- Growth and Regeneration Officers, Homes and Neighbourhoods.

You will respond to enquiries from Planning officers, applicants, agents and developers. You will discuss, consult and negotiate on proposals, provide advice, and co-ordinate responses to statutory planning processes, which could be subject to challenge by developers or Ward Members. You will share your knowledge and understanding of waste management and street cleansing services on any new developments or changed infrastructure proposals which could impact on operational services. You will take account of each site's unique features to provide detailed, concise, clear, tailored recommendations on consultation responses.

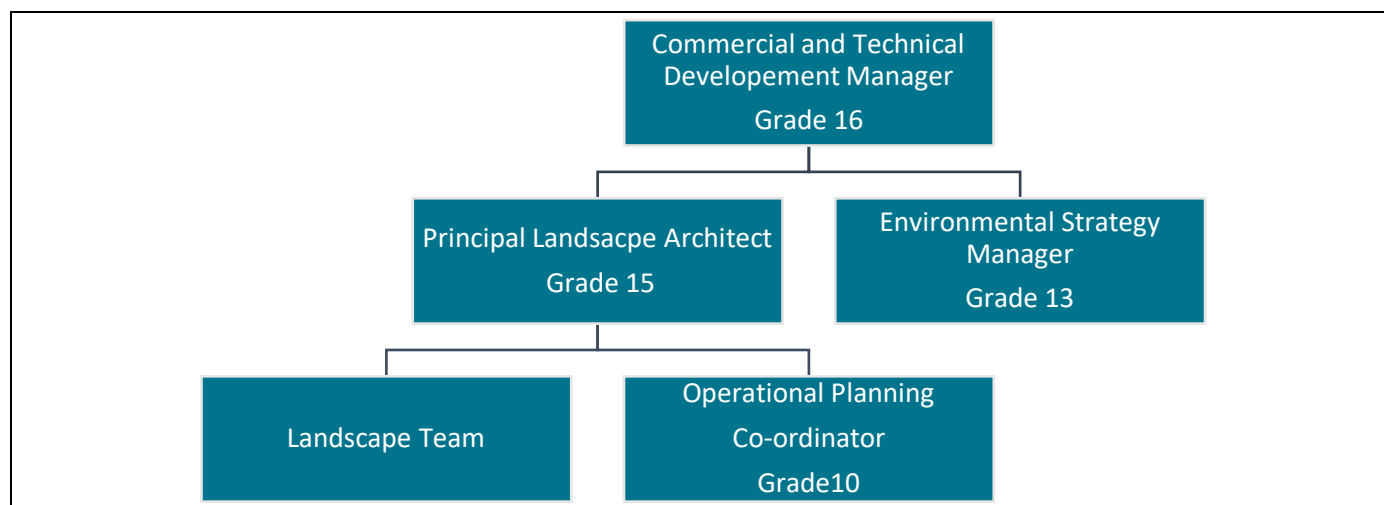
Whilst many service requirements remain constant you will need keep up to date with any upcoming national best practice standards or legislation reviews that may change how the service operates in future (e.g. through CPD activities). You will help ensure approved planning and highways applications to enable operational services to deliver high standards & efficiencies.

This role is based within [Environment and Climate Change](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- Support the waste management service by producing and issuing high quality consultation responses on behalf of the waste disposal and waste collection in Kirklees.
- Respond to consultation and information requests which may arise from the planning authority, highways authority, regulatory body (such as the Environment Agency) or any other formal group, organisation, or other Council service.
- Undertake assessments and interpret formal planning documents (including site plans) to formulate appropriate responses through a proactive approach.
- Work collaboratively with colleagues and service managers across the Council to ensure consultation responses contain service specific, technical and operational requirements for waste management and cleansing services.
- Apply technical knowledge and understanding to ensure consultation responses have a focus on related national policies, the long term vision for the service, and wider council outcomes.
- Develop and maintain a comprehensive database of records so that all historical and future consultation responses are accessible and accurate and kept up to date.
- Contribute to development of the Environment and Greenspace Strategy.
- Contribute to responses through meetings, planning appeals, committee meetings, etc., and be able to clearly explain and defend service requirements stated in consultation responses in a formal setting.
- You must be able to read, understand and interpret plans submitted with planning and highways applications to produce high quality reports.
- Occasionally you will be expected to present waste related information at public meetings such as at Planning Committee.
- Ensure effective communication, to work with individuals across a wide range of groups, including different areas of expertise. Your excellent communication skills will underpin and support engagement with Council staff in other services, Councillors, members of the public and other formal groups.
- Illustrate proven capability through understanding and experience in waste management practices to have the ability to guide colleagues and provide advice towards best practice and longer term aims.
- Demonstrate a detail-oriented approach to work, with all written and verbal communications being professional, high quality and suitable to the needs of the service and the audience.
- Use project management PM tools and design to be able to monitor progress and demonstrate successful achievements.
- Understands the importance of Council and service objectives, strategies, and desired outcomes, to ensure these aims are reflected in the work you do.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Educated to degree level in a waste, environment, planning or related field or have considerable proven experience	Essential
Demonstrates excellent customer service and interpersonal skills and experience of building positive working relationships with individuals across a large multi-disciplinary organisation	Essential
Experience of producing, collating and/or administering formal written consultation in a related field	Essential
Experience of high quality configuration management – keeping auditable electronic records of consultation requests and responses	Essential
Experience of using and implementing project management principles, tools and methodologies	Essential
Experience of negotiation and consultation with different groups that may have opposing views, leading to achievement of a common goal	Essential
Experience of innovative thinking and solution design	Essential
Experience briefing and liaising with senior management, Councillors, developers and other key stakeholders	Essential
Experience of producing high quality written reports and documentation	Essential
Experience of providing, to a high standard, comprehensive verbal presentations to various groups (from members of the public to formal groups/representatives), appropriately targeted to the audience	Essential
Ability to demonstrate comprehensive understanding of health and safety legislation and impact on the services	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
Demonstrates an understanding of operational services, its relationship to the Planning process and the wider strategic Council aims for development	Essential
Knowledge of implementing information governance processes and procedures	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Waste & Recycling	Grading ID	66640
Job ID	80102807	Last Updated	July 2021
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		

Job context - "A day in the life"

Planning Coordinator, Operational Services – Grade 10

Highways and Operational Services

This part of the service is home to the Waste Strategy, Landscape Design and Management Services Teams, each of which contribute to the commercial and technical development of the Council's Waste services, strategic development and investment in greenspaces. The role of Operational Planning Coordinator is managed by the Principal Landscape Architect and forms a strategic link from the Waste Collection and Disposal Authorities to the Planning Authority, including other areas of the Council.

The job primarily requires understanding and practical experience of the Development Management Planning process, set within the local Planning Policy context, as these legislative frameworks are at the heart of the day-to-day role.

Some of your key tasks will include:

- Leading discussions and negotiations on planning application proposals as they relate to waste management;
- Attending pre-application meetings with agents, applicants, developers, Planning Officers, Highways Engineers, statutory authorities, and Ward Councillors to represent the Waste Collection and Disposal Authorities;
- Researching, developing, and submitting formal written recommendations to Planning and to other Council Services as necessary (eg Housing Growth, Homes and Neighborhoods, Economic Resilience), detailing coherent advice in line with national and local planning policy, waste legislation and best practice;
- Liaising with a range of officers and professionals across the Council and externally to achieve the best possible outcomes for Waste Services on development sites, including the discharge of conditions that require site visits and meetings with developers;
- Using project and document management skills to capture and record contributions to decision making and to track progress on the inputs, measuring the success of your advice;
- Contributing to the Council's responses to proposed Planning reform at the national level as far as it relates to waste issues, assessing the impact of such reforms on Operational Services and reviewing guidance documents as a result.

You will be primarily involved with the implementation of waste management design principles in the process of development planning – for both new developments being proposed and for the review of existing housing or commercial sites such as the stock of Council owned homes. This means acting as a consultee on Planning applications, offering carefully considered guidance to Planning Officers on the needs of the waste service to achieve safe and efficient collection services. You will also help and advise multiple other Council service areas on the operational requirements of the waste service. For example, in housing growth





projects, your advice will ensure that consideration is given as early as possible in the design process. You will manage and maintain accurate records of the written and verbal advice that you provide, so that your contributions can be traced and easily referred to in the future. Planning applications come through at a rapid rate and this requires quick and accurate research to identify issues that need to be addressed, formulation of appropriate responses and a quick turnaround.

Additionally, the role involves helping to manage the Planning related processes of securing Section

106 developer contributions to public open spaces, securing investment in our greenspaces and therefore supporting the work of our Landscape Design Team.

You will take a pro-active role in establishing, developing, and maintaining collaborative, productive and professional relationships across a broad range of technical staff and teams, taking an active interest in their perspectives and requirements to help frame your own understanding of wider contextual issues. For example, it is often necessary to research the Planning history of a development site to uncover previous Highways concerns that could impact new proposals and cause issues for waste collections. Previous planning applications may have been refused or taken to an appeal hearing and this can provide important context to understanding the development potential and limitations.

Working collaboratively with other professionals, you will ensure that your knowledge of Planning, waste legislation and other relevant emerging or new regulation (such as the Fire Safety Act, the Building Safety Act, and the revised Manual for Streets, the National Design Guide etc) is kept up to date - this might include attending training events or webinars, undertaking research, or meeting with colleagues to help develop plans, policies, or guidance notes. This activity can be tailored to meet any continuous professional development needs, for example to maintain Chartered Membership of the RTPI or CIWM.

To be successful in the role, you will need to be confident in speaking at meetings with other professionals, external agents/applicants, and Elected Members. You must be able to defend and justify your point of view even when other professionals may disagree, whilst appreciating the nuances of a range of complex and often conflicting issues. You will need to take a measured and intelligent approach to problem solving, recognising where compromise is necessary but always taking the opportunity to educate and inform others on the impacts of poor waste management design.

