



## Role profile

<b>Role title</b>	Cornwall National Landscape (AONB) Planning Officer
<b>Corporate directorate</b>	Sustainable Growth and Development
<b>Service</b>	Connectivity & Environment
<b>Grade</b>	4
<b>Reports to (role title)</b>	Cornwall National Landscape AONB Partnership Manager
<b>Version</b>	1
<b>JE code</b>	004532
<b>Hours</b>	0.6FTE (equivalent to 3 days per week). Cornwall Council operates a flexible working policy.

<b>Approving manager</b>	Vicky Fraser
<b>Date</b>	16 <sup>th</sup> May 2024

If you would like this information in another format, please contact:

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**[www.cornwall.gov.uk](http://www.cornwall.gov.uk)**

## Role purpose

The overall role purpose for the post is:

- To join the planning team within the Cornwall National Landscape (AONB) Team
- To provide strategic advice on planning and development within Cornwall National Landscape (AONB), in order to ensure that development is in the right place, of the right scale and is appropriately designed, whilst meeting the needs of Cornwall National Landscape (AONB) communities.
- To achieve the Cornwall National Landscape (AONB) Partnerships' objectives, policies and priorities as set out in the Management Plan [The Management Plan – Cornwall National Landscape \(cornwall-landscape.org\)](http://cornwall-landscape.org).
- To provide policy advice and practical delivery for Neighbourhood Planning in the Cornwall National Landscape (AONB).

## Dimensions

### Annual financial accountability

The role holder has a delegated budget which subject to annual funding is circa £10,000

### Management accountability

Nature of management

- Management of volunteers and consultants appointed on planning projects when required

Number of roles to supervise

- Currently 2 Planning Volunteers

## Accountabilities

*Cornwall Council is a dynamic organisation, and the particular duties and accountabilities may vary from time to time without changing the general character of the role or the level of responsibility entailed. Individual objectives will be agreed via the PDS appraisal process*

- Undertake development management for the Cornwall National Landscape (AONB) to ensure the primary purpose of the National Landscape and new duty to seek to further purposes to conserve and enhance natural beauty are met, assessing proposals against current planning policy in the National Planning Policy Framework, The Cornwall Local Plan (and others relevant), The Cornwall National Landscape (AONB) Management Plan [The Management Plan – Cornwall National Landscape \(cornwall-landscape.org\)](http://cornwall-landscape.org)
- Assess the impact of development proposals upon the protected landscapes using special qualities, landscape character and landscape and visual impact assessment as primary methodology, undertaking site visits and make sound and professional recommendations to Planning Officers.
- To provide advice to Cornwall Council and other relevant Planning Committees on the suitability of development within Cornwall National Landscape (AONB) and compliance with planning policies,

- Prepare evidence and represent the Cornwall National Landscape Team in a professional manner at appeals, public inquiries and informal hearings as required.
- Monitor Cornwall National Landscape (AONB) AONBs planning responses including outcomes and feed this into the Annual Report.
- Develop tools and approaches which enable the team to carry out their development management function in an efficient and effective manner
- Provide and promote a high-quality pre-application planning and design advice service for developers, planning agents on a charging basis and seek to grow this service in order to improve the quality of applications coming forward and to income generate for the Cornwall National Landscape team.
- Promote and market the Cornwall National Landscape professional pre-application advice service to the development industry to raise awareness of the services' new proactive approach to planning and regeneration.
- Provide general planning advice to other Cornwall National Landscape Partner organisations, the private sector and the public to enable high quality and sustainable development.
- Input into any national or local consultations around planning related legislation, policy or guidance which may impact upon the protected landscape.
- Aid Neighbourhood Plan groups to draft suitable policies for inclusion in neighbourhood plans, supporting wider aspects such as sustainability appraisals.
- Encourage local communities to embed Cornwall National Landscape and landscape considerations at the heart of their neighbourhood plans.
- Develop and maintain positive relationships with Town and Parish Councils, other community and special interest groups and aid their effective involvement in planning for future communities
- Review and comment on draft policies and contents of Neighbourhood Plans with respect to their impact upon the protected landscape.
- Support community groups on major planning issues, helping to lead towards positive planning solutions.
- Engage with the wider Cornwall National Landscape Partnership, keeping them informed of planning matters in the protected landscape and ensuring Partnership input for important planning matters.
- Keep members and planning officers up to date by holding regular training sessions on National Landscape Policy, Cornwall National Landscape (AONB) Management Plans, The SPD and other matters such as design.
- Develop and manage specific planning related projects and pieces of research to implement the Cornwall National Landscape (AONB) Management Plan and inform policy and practice.
- Engage in positive and creative dialogue with other officers and agencies who have a role in influencing policies, applications and plans to achieve the Cornwall National Landscape Partnerships' priorities
- Work with colleagues and Partners to promote, review and revise the Cornwall National Landscape (AONB) Management Plans
- Be an active member of the National Landscape family, inputting into the National Landscape Association forums on planning and giving support to national planning initiatives.
- Communicate our work on planning with regular blog and press activity, keeping the Planning page of the National Landscape website up to date and revising the planning communications as appropriate.

- Be responsible for own self-development on a continuous basis, which should be regularly reviewed with the relevant Line Manager as part of the PDS to ensure CPD requirements are met and match the outputs required by the service
- Support the work of the wider Cornwall National Landscape team in terms of communications, project delivery and organisational development.

## Corporate accountabilities

### **Information security and governance**

Manage information in line with the Council's policies, procedures and guidance on subjects such as Data Protection, Freedom of Information, confidentiality, information security and sharing, the information lifecycle and data quality, to ensure compliance and efficient and effective information governance

### **Safeguarding**

Maintain awareness of Council policies and practices regarding the safeguarding of children, young people and/ or adults who may be at risk. Report concerns/ allegations in accordance with corporate guidance and procedures

### **Equality & Diversity**

Work to eliminate unlawful discrimination, harassment and victimisation and report incidents as they occur. Treat everyone with dignity and respect and ensure individual's needs are met. Challenge inappropriate behaviour and language constructively, advising on alternatives so the opportunity for change can be considered

## **Key objectives**

- Provide development management advice on an ongoing basis.
- To implement a programme of awareness raising and training for planning officers, committee members, developers and agents on relevant National Landscape-related guidance.
- To increase capacity for Cornwall National Landscape (AONB) planning via the use of further planning volunteers.
- To review and revise the National Landscape planning communications content.
- To ensure all monitoring and reporting systems are fit for purpose and being used effectively.
- To develop standard tools to enable more efficient development management responses.
- To ensure effective liaison and alignment with the Cornwall Council (and others) Historic Environment and Heritage Teams on planning matters as appropriate.
- To grow the pre-application advice service.
- To investigate the feasibility of setting up a Parishes Network for the Cornwall AONB

Individual objectives will be agreed as part of the Performance Management Development System annually and reviewed as necessary throughout the year

## Competencies and other requirements

We use the following criteria below to assess your suitability for the role; please refer to the recruitment & selection column to establish at which stage the criteria are assessed. Requirements assessed at the 'Application' stage represent the minimum essential requirement for shortlisting purposes

Behaviours	Recruitment and selection
<p><b>Working together</b> You understand and focus on customer needs and work well with colleagues and partners</p> <ul style="list-style-type: none"> <li>• You understand and are attentive to the needs of your customers</li> <li>• You listen to the views of others and seek them out</li> <li>• You support and show consideration for others</li> <li>• You work well with colleagues and partners and acknowledge the different ideas, perspectives and backgrounds of others</li> <li>• You are committed to the protection and safeguarding of children, young people and vulnerable adults</li> <li>• You share information and expertise with others</li> <li>• You are honest, you respect, and you build relationships of trust</li> <li>• You share your achievements and acknowledge the achievements of others</li> </ul>	<p>Application and interview</p>
<p><b>Personal responsibility</b> You take responsibility for your work, your environment and your development</p> <ul style="list-style-type: none"> <li>• You are trustworthy and reliable</li> <li>• You pay attention to your own health, safety and wellbeing and that of others</li> <li>• You acknowledge errors, report them as appropriate and play your part in addressing them</li> <li>• You appropriately challenge unhelpful behaviour</li> <li>• You seek feedback and review your own contribution</li> <li>• You are open to change and improvement</li> <li>• You take responsibility for your development</li> <li>• You are enthusiastic about and take pride in your work</li> </ul>	<p>Application and interview</p>
<p><b>Resourceful</b> You apply expertise, solve problems and make improvements to deliver good customer outcomes</p> <ul style="list-style-type: none"> <li>• You plan and organise your work and manage your time effectively</li> <li>• You gather relevant information, analyse it and make timely informed decisions in the course of your work</li> <li>• You are flexible and adaptable</li> </ul>	<p>Application and interview</p>

<ul style="list-style-type: none"> <li>You respond constructively to change</li> <li>You demonstrate financial awareness relevant to the job you do</li> <li>You use your initiative and are creative in problem solving</li> <li>You deliver results and manage customer expectations</li> </ul>	
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<b>Knowledge, skills &amp; experience</b>	<b>Recruitment and selection</b>
Development management with respect to the environment/landscape. – Knowledge, skills and experience	Application form and interview
Environmental Impact Assessment, Landscape and Visual Impact Assessment and Landscape Character Assessment and their applications in planning – Knowledge, skills and experience	Application form and interview
Planning legislation and policy from national to local level, specifically with respect to AONBs. – Knowledge and skills	Application form and interview
Working collaboratively with professions, stakeholders and/or local community in a landscape, environment or planning situation – Knowledge, skills and experience	Application form and interview
Legislative framework and evidence base that supports planning policies and relevant technical and policy documents relating to Protected Landscapes. - Knowledge	Application form and interview
Landscape and environmental planning. - Knowledge and skills	Application form and interview
Demonstrable knowledge and commitment to designated landscapes and their statutory purpose	Application Form and Interview
Working with professionals to deliver knowledge exchange and training. – Knowledge and skills	Application form and interview
Community Planning and Neighbourhood Planning at a national, regional and local level, including relevant guidance and best practice. - Knowledge and skills	Application form and interview
Project management principles and practice to deliver successful projects. - Knowledge, skills and experience	Application form & Interview
Advising and building relationships with key senior management, elected Members and members of associated partnerships or similar level. – Knowledge, skills and experience	Application form and Interview
Communication tools e.g., printed materials and web. – knowledge and skills	Application form
The use and development of monitoring systems – Knowledge, skills and experience	Application form
The workings and structures of Local Government in the UK. - Knowledge	Application form
Relevant degree and significant experience in a relevant field of work.	Application Form
Relevant professional qualification e.g., Royal Town Planning Institute, Landscape institute or similar.	Application Form
CPD in a relevant field.	Application Form
Microsoft applications, including Word, Excel and Outlook.	Application Form

The normal duties of the role may involve travel on a regular or occasional basis. It is a condition of employment that the role holder can exercise satisfactory travel mobility in order to fulfil the obligations of the role. For those journeys where an alternative form of transport is unavailable or impracticable the role holder will be required to provide a suitable vehicle.	Application Form
There is also a requirement to work flexibly with regard to working hours and it is a condition of employment that you exercise satisfactory level of flexibility in order to fulfil the objectives of the role. This post may require the post holder to attend out of hours for meetings, committees, etc, as required.	Application form

<b>Other requirements</b>	<b>Recruitment and selection</b>
This position is subject to a criminal records disclosure check	<b>YES</b>
This is a politically restricted position	<b>YES</b>