

Role profile

Role title	Major Projects - Principal Development Officer
Corporate directorate	Economic Growth & Development
Service	Planning & Sustainable Development
Grade	K
Reports to (role title)	Strategic Programme Manager – Sustainable Growth and Innovation
Version	1.2
JE code	003878

Approving manager	Louise Wood
Date	March 2017 (Updated December 2018)

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Role purpose

The role holder will be a key member of a small team that supports the delivery of the local plan and growth agenda set out in other Council documents.

The role holder will be assigned to one or more major and strategic projects and will lead and coordinate a range of planning, unblocking, risk management and coordination activities to ensure effective delivery which unlocks growth and development.

Responsible for ensuring that a range of teams partners and support agencies can work effectively together in progressing key project delivery activities including the development and integration of customer and stakeholder engagement to inform the design, deliverability and improvement of those projects.

To work across the Directorate to develop and deliver integrated projects, corporate objectives and priorities for the benefit of Cornwall, its communities and citizens.

To support Members and work in partnership with other stakeholders to develop and deliver Cornwall's Economic Growth and Development aims and objectives, ensuring they are aligned to the wider vision and priorities for Cornwall, articulated and delivered through the Council Plan, the Local Transport Plan "Connecting Cornwall", the Cornwall Council Local Plan, Planning Policies and Neighbourhood Plans.

To work with partners to develop strategy and policy in support of the competitiveness of the local economy and to improve the quality of life for residents and visitors.

Dimensions

Annual financial accountability

Budgets allocated to Projects as appropriate, up to £3m

Management accountability

Nature of management

- Day to day instruction and guidance of Council, consultant and contractor project teams engaged in the development of major and strategic projects.

Number of staff managed

- Indirectly up to 6 on any one project: matrix management for project/policy/research/monitoring across Economic Growth and Development
- Mentoring is required in this role to support the development of less experienced staff

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

- Deputise/substitute for the Service Director; Head of Service on corporate Boards and Groups as required and to represent the Council, the Directorate and the Service at local and regional level on allocated major projects or on work related to allocated sites within a place.
- To manage the development, procurement and implementation of several complex projects, infrastructure development and/or sustainable initiatives throughout Cornwall in the most environmentally sensitive and cost effective manner with due regard to legislative requirements and regulatory control and the principles of Green Cornwall.
- To liaise with project funders and the Business Case & Funding Bid Officer to assist in securing funding from the Council and third parties.
- To plan, co-ordinate and secure approval for schemes in liaison with other private and public sector bodies and development agencies in order to de-risk developments.
- To provide advice and prepare reports for Cabinet members, Committees and Panels and other bodies on major projects and initiatives represent (as appropriate) Cornwall Council on scheme consultations, planning applications, appeals and public inquiries.
- To negotiate with other public bodies, private companies and stakeholders to secure partnership resources and commitments, both strategic and project specific and to establish and maintain a formal working dialogue with all relevant groups in relation to allocated projects.
- To link with the localism agenda and ensure effective engagement with Cornwall's communities. Work together with Customer Services staff to ensure the development, presentation and acceptance of seamless customer-focused projects, encouraging a greater say for local communities in setting priorities, how they are delivered and local decision-making.
- To manage effective processes, systems and practices to drive improved performance management within the services remit and to uphold the ethics of the Council, overseeing probity at all times
- To implement and follow policy and action so that equality of opportunity and the benefits of diversity are realised in Service planning and delivery and employment.
- Ensure compliance with, and best practice against, relevant legislation, regulation, government and Council policies (including personnel, finance and information management) in order to secure organisational performance improvement and increased customer satisfaction.
- To participate in the budget setting process for the team and service and to control the agreed budget for projects ensuring that value for money is achieved and that spending is allocated in accordance with agreed priorities.

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

- To facilitate, enable and intervene in Places to deliver the growth identified in the Local Plan and SEP
- To identify ways to simplify and give certainty throughout the planning process
- To work collaboratively to resolve problems
- To communicate effectively with a range of customers and stakeholders
- To support the Council to deliver growth

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

<ul style="list-style-type: none"> • You respond constructively to change • You demonstrate financial awareness relevant to the job you do • You use your initiative and are creative in problem solving • You deliver results and manage customer expectations 	
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Knowledge, skills & experience	Recruitment and selection
Demonstrable understanding of E.U. and government policy and legislation on transport, infrastructure or planning policies issues and associated best practice.	Application Form
A good understanding and experience of managing and delivering funding programmes and government grants.	Application Form
Good political awareness and experience of working in the political arena.	Interview
Experience in commissioning and managing projects.	Application Form
Successful and consistent achievement in project delivery in a transport related area or a planning policy related area.	Interview
Good experience of developing partnership working, building effective relationships and enhancing the reputation of the Council with stakeholders and partners which include; communities, voluntary bodies, private sector and public sector.	Application Form
Experience of successful delivery of projects and schemes or infrastructure planning projects such as those arising from the Local Plan.	Application Form
Good knowledge of procurement processes, contracts and risk management on projects.	Interview
Significant track record of success in building effective teams and networks and in leading professional staff (if appropriate in several disciplines) to achieve project specific aims and objectives.	Application Form
Experience and aptitude in giving advice to and building relationships with elected Members and/or Board members.	Interview
A track record of successfully working with partners and external bodies to achieve project specific aims and objectives.	Interview
Proven experience of financial management, health and safety requirements, risk management and principles of project management.	Application Form

Other requirements	Recruitment and selection
The normal duties of the role may involve travel on a regular or occasional basis. It is a condition of employment that you can exercise satisfactory travel mobility in order to fulfil the obligations of the role. You will be required to provide a suitable form of transport for those journeys where an alternative form of transport is unavailable or impracticable.	Informative
This post may require the post holder to attend out of hours for	Informative

meetings, committees, etc. as required.	
This position is subject to a criminal records disclosure check	NO
This is a politically restricted position	YES