

Job Description

Job title:	Planning and Byelaw Officer
Grade:	4 (£27,000 to £30,216 from 1st April 2021)
Qualifications/Skills:	See Person Specification
Responsible To:	Planning and Development Control Officer

Summary of Duties

Responding to planning applications, dealing with applications for Section 23 and Byelaw consent in line with the Board's policies and taking enforcement action where necessary. Dealing primarily with the Lindsey Marsh Drainage Board and Trent Valley Internal Drainage Board areas, but supporting the Planning and Development Control Officer (PDCO) across the whole of the Consortium's area.

Detailed Responsibilities

1. Respond to planning applications within the Boards' areas and provide limited advice to applicants and local authorities.
2. Respond to Byelaw Applications and issue consent in line with the delegated authority.
3. Investigate and report on surface water or flood risk issues within the Boards' areas, where required.
4. Ensure the Boards' databases relating to Byelaws, Section 23 Consents, Planning Responses, Enforcement Actions and Complaints are current.
5. Liaise with the Operations Teams to seek local advice on surface water drainage issues, and to ensure operational requirements are maintained, and with the Boards' Environmental Officer to ensure compliance with environmental legislation.
6. Review and respond to Section 23 applications received by the Board and to Section 23 applications within the Extended Area on behalf of the Lead Local Flood Authority, issuing Consents where the proposals meet the Boards' agreed policy.
7. Investigate, report and recommend remedial action to be taken on land drainage problems and contraventions of the Land Drainage Act 1991 and advising the Boards on enforcement action for Byelaw contraventions.
8. Report all actions taken under delegated authority to the Boards.
9. Prepare reports for the Boards outlining consenting and permitting details for proposals that are outside delegated authorities.
10. Calculate charges in line with the Boards' policies, liaising with the PDCO and Accounts Department to ensure payment is received before consent is issued.
11. Undertake pre/post-work site inspections to establish/ensure compliance with the Boards' specification for consents issued.

12. To attend meetings with partner organisations and developers relating to pre-application, flood risk and management, and riparian issues.
13. Provide support and advice to partner organisations on flood risk management or land drainage issues within the area.
14. Undertake the role of Duty Officer with other participating officers.
15. Such other duties as may from time to time be requested.