Disgrifiad Swydd

Teitl y Swydd	Swyddog Rheoli Datblygu Arbenigol (Prosiectau Mawr a Datblygiadau o Arwyddocâd Cenedlaethol / Prosiectau Seilwaith Sylweddol)
Gwasanaeth	Economi ac Adfywio
Graddfa	11
Pwynt/iau Cyflog	32 - 34
Cyflog	£42,839 - £45,091 y flwyddyn
Pwrpas y Swydd	- Cynorthwyo gyda darparu gwasanaeth cynllunio proffesiynol, trwy reoli defnydd a datblygiad tir yn sensitif yn y Sir. - Rhoi cyngor cyn ymgeisio i ddatblygwyr a chynghori o ran gofynion Asesiadau o'r Effaith Amgylcheddol. - Rheoli ymgysylltiad amlddisgyblaethol â rhanddeiliaid gyda datblygwyr, ymgyngoreion statudol, Llywodraeth Cymru, Penderfyniadau Cynllunio ac Amgylchedd Cymru (PCAC) a chymunedau lleol. - Prosesu ceisiadau am ganiatâd cynllunio, yn fwyaf nodedig ceisiadau cynllunio mawr a chymhleth a datblygiadau Asesiad o'r Effaith Amgylcheddol. - Gweithredu fel swyddog achos ar gyfer Datblygiadau o Arwyddocâd Cenedlaethol / Prosiectau Seilwaith Arwyddocaol a sicrhau bod holl gyfrifoldebau'r Awdurdod Cynllunio Lleol, gan gynnwys paratoi Adroddiadau ar yr Effaith Lleol a dogfennau eraill, yn cael eu cyflawni i safon uchel ac ar amser. - Amddiffyn penderfyniadau cynllunio mewn apeliadau, gan gynnwys mewn gwrandawiadau ac ymchwiliadau cyhoeddus - Cynnal ymchwiliad effeithlon ac effeithiol i achosion o dorri rheolaeth cynllunio a deddfwriaeth gynllunio o fewn y Sir a defnyddio ymyriadau gorfodi priodol yn ôl yr angen A; - Mentora, goruchwylio a rhoi arweiniad i gydweithwyr yn y Gwasanaeth Cynllunio, yn ogystal â rhoi hyfforddiant i'r staff hynny yn ôl yr angen.
Lleoliad Gwaith Cytundebol	Mae prif swyddfa'r swydd yn Mhenmorfa, Aberaeron

	Byddwch yn cael y cymorth angenrheidiol gan eich rheolwyr a'ch tîm, gweithio hyblyg, adolygiad gan gymheiriaid a rhannu sgiliau i'ch galluogi i ymgymryd â'ch rôl yn llwyddiannus a datblygu'n broffesiynol. Bydd deiliad llwyddiannus y swydd hefyd yn cael gliniadur, ffôn symudol ac amrywiol gyfarpar arall i'w ddefnyddio wrth ymweld â safleoedd ac i hwyluso gweithio o bell. (NB Efallai y dewch chi i gysylltiad â baw, llwch, tywydd garw a risgiau eraill wrth ymweld â safleoedd).
Oriau Gwaith	37 awr
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Gwasanaeth - Rheoli Datblygu
Cyfrifoldebau Goruchwylio / Rheoli	Disgwylir i ddeiliad llwyddiannus y swydd fentora, goruchwylio a rhoi arweiniad i gydweithwyr o fewn y Gwasanaeth Cynllunio, yn ogystal â rhoi hyfforddiant i'r staff hynny yn ôl yr angen.
Atebolrwydd	Bydd gofyn i ddeiliad y swydd weithio ar ei liwt ei hun, o bell oddi wrth y rheolwr llinell ond gweithio yn ôl canllawiau, polisïau, gweithdrefnau a deddfwriaeth wedi'u diffinio a fyddai'n cael eu goruchwylio gan y Rheolwr Llinell.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	

Dyletswyddau a chyfrifoldebau

Cyffredinol:

1. Gweithredu fel swyddog achos ar gyfer ystod eang o geisiadau cynllunio mawr a chymhleth ledled y sir, gan gynnwys datblygiadau Asesiad o'r Effaith Amgylcheddol a Datblygiadau o Arwyddocâd Cenedlaethol / Prosiectau Seilwaith Arwyddocaol (a elwir fel arall yn 'Gydsyniadau Seilwaith'). Bydd disgwyl i ddeiliad y swydd hefyd ymdrin â mân geisiadau cynllunio yn ôl yr angen.
2. Cydbwyso gofynion y sector datblygu ac adfywio economaidd â'r angen i ddiogelu asedau amgylcheddol ac asedau eraill y Sir.
3. Gweithredu agenda creu lleoedd y Cyngor a'i uchelgais i fod yn gadarnhaol ac yn rhagweithiol o ran caniatáu'r 'cynlluniau cywir' yn y 'lle cywir' ar yr 'amser cywir'.

Datblygiadau o Arwyddocâd Cenedlaethol (categorïau diffiniedig o ddatblygiadau seilwaith) / Prosiectau Seilwaith Arwyddocaol (a elwir hefyd yn 'Gydsyniadau Seilwaith'):

4. Er mwyn sicrhau bod cyfrifoldebau'r Awdurdod Cynllunio Lleol o dan Ddeddf Cynllunio (Cymru) 2015, Deddf Seilwaith (Cymru) 2024 ac is-ddeddfwriaeth gysylltiedig yn cael eu cyflawni i'r safon uchaf ac ar amser.
5. Paratoi Adroddiadau ar yr Effaith Lleol o ansawdd uchel ac adroddiadau a dogfennau eraill ar ran yr Awdurdod Cynllunio Lleol.
6. Cynrychioli'r Awdurdod Cynllunio Lleol mewn archwiliad lle bo angen, gan sicrhau bod barn y Cyngor yn cael ei chyflwyno'n briodol.

7. Llunio Barn Sgrinio a Barn Gwmpasu o ran Asesiadau o’r Effaith Amgylcheddol ar ran yr Awdurdod Cynllunio Lleol, ar y cyd ag Ecolegwyr y Sir ac ymgyngoreion eraill.
8. Negodi a sicrhau Cytundebau Perfformiad Cynllunio lle bo angen.

Ceisiadau cynllunio:

9. Prosesu, asesu a llunio argymhellion ar gyfer ceisiadau am ganiatâd cynllunio, yn fwyaf arbennig ar gyfer cynigion datblygu mawr a chymhleth a datblygiadau Asesiad o’r Effaith Amgylcheddol.
10. Gweithredu fel swyddog achos mewn perthynas â cheisiadau o'r fath, gan gynnwys asesu goblygiadau cynnig, adnabod ymgyngoreion, gwneud arolygiadau safleoedd, sicrhau bod yr holl wybodaeth angenrheidiol / dogfennau ategol yn cael eu cyflwyno, trafod y cynigion gydag ymgeiswyr a phartïon a chanddynt fuddiant, negodi diwygiadau priodol a llunio adroddiadau ac argymhellion i'w hystyried gan uwch reolwyr a / neu'r Pwyllgor Rheoli Datblygu.
11. Archwilio cynigion datblygu sydd wedi'u cyflwyno i'r Awdurdod Cynllunio Lleol a negodi diwygiadau ac addasiadau gyda datblygwyr ac ymgeiswyr i sicrhau cydymffurfiaeth â'r ddeddfwriaeth gynllunio, polisi cynllunio, canllawiau cynllunio, cylchlythyrau cynllunio, arferion gorau a chyfraith achosion sy’n berthnasol.
12. Paratoi adroddiadau ysgrifenedig o ansawdd uchel gydag argymhellion i'w hystyried o dan bwerau dirprwyedig neu gan y Pwyllgor Rheoli Datblygu. Nodi argymhellion clir a chadarn mewn adroddiad cywir, wedi'i ysgrifennu'n dda gan swyddog yn seiliedig ar bolisïau cynllunio perthnasol ac ystyriaethau perthnasol eraill.
13. Mynychu’r Pwyllgor Rheoli Datblygu ac annerch ei Aelodau yn ôl yr angen a chynghori aelodau etholedig a'r Pwyllgor Rheoli Datblygu o ran cynnwys adroddiadau ac o ran materion sy'n ymwneud â cheisiadau am ganiatâd cynllunio.
14. Negodi rhwymedigaethau cynllunio (cytundebau cyfreithiol) ar geisiadau cymwys, er mwyn lliniaru effeithiau cynnig datblygu.
15. Prosesu ceisiadau mewn modd amserol a negodi a sicrhau Cytundebau Perfformiad Cynllunio a / neu Estyniadau Amser lle bo angen.
16. Llunio Barn Sgrinio a Barn Gwmpasu o ran Asesiadau o'r Effaith Amgylcheddol ar ran yr Awdurdod Cynllunio Lleol, ar y cyd ag Ecolegwyr y Sir ac ymgyngoreion eraill.
17. Rhoi arweiniad i'r Tîm Dilysu Cynllunio a’i fentora o ran y wybodaeth sydd ei hangen i gyd-fynd â cheisiadau o'r fath.

Rhoi Cyngor:

18. Ymateb i ymholiadau cyn-ymgeisio ac ymholiadau cyffredinol a godir gan y cyhoedd / ymgeiswyr / asiantiaid / datblygwyr ac aelodau etholedig.
19. Rhoi cyngor arbenigol i gydweithwyr yn y Gwasanaeth Cynllunio mewn perthynas â chynigion datblygu mawr neu gymhleth. Bydd hyn yn cynnwys cyngor cyn ymgeisio, gwneud sylwadau ar geisiadau, argymell amodau, cynghori o ran rhyddhau amodau, monitro gwaith ar safleoedd a pharatoi ar gyfer ymchwiliadau cyhoeddus a gwrandawiadau a’u mynychu.
20. Bydd disgwyl i ddeiliad llwyddiannus y swydd fentora, goruchwylio a rhoi arweiniad i gydweithwyr yn y Gwasanaeth Cynllunio, yn ogystal â rhoi hyfforddiant i'r staff hynny yn ôl yr angen.
21. Mentora, hyfforddi a chefnogi cydweithwyr o ran prosesau Datblygiadau o Arwyddocâd Cenedlaethol / Prosiectau Seilwaith Arwyddocaol a methodolegau ceisiadau cynllunio mawr ac i osod gwaith ar gyfer aelodau iau o staff lle bo angen.

Apeliadau Cynllunio:

22. Cefnogi achos y Cyngor mewn apeliadau, gan sicrhau bod barn y Cyngor yn cael ei chyflwyno'n briodol.
23. Ymdrin ag apeliadau yn ôl yr angen drwy'r weithdrefn sylwadau ysgrifenedig, gwrandawiadau neu ymchwiliadau cyhoeddus.
24. Paratoi a chyflwyno datganiadau apêl o fewn y dyddiadau cau statudol gofynnol.
25. Cynrychioli'r Awdurdod mewn gwrandawiadau anffurfiol a gweithredu fel tyst arbenigol y Cyngor mewn ymchwiliadau cyhoeddus.
26. Cynorthwyo cydweithwyr i baratoi datganiadau apêl cynllunio.
27. Cynorthwyo swyddogion eraill a rhoi tystiolaeth arbenigol mewn gwrandawiadau ac ymchwiliadau lle bo angen.
28. Mynychu ymweliadau â safleoedd yng nghwmni'r arolygydd a benodir gan PCAC.
29. Cyflawni'r gwaith gweinyddol cysylltiedig sy'n gysylltiedig ag apeliadau, gan gynnwys llythyrau hysbysu, llenwi holiadur apêl y Cyngor, trefnu dyddiadau a lleoliadau ar gyfer gwrandawiadau apêl ac ymchwiliadau cyhoeddus a hysbysu aelodau ward lleol a chydweithwyr am benderfyniadau apêl.

Gorfodaeth Cynllunio:

30. Ymchwilio i achosion o dorri rheolaeth gynllunio drwy gasglu tystiolaeth a gwybodaeth a chadw cofnodion.
31. Lle mae rheolaethau cynllunio wedi'u torri, naill ai negodi atebion neu sicrhau bod camau gorfodi yn cael eu cymryd mewn modd effeithlon, effeithiol a hwylus.
32. Llunio argymhellion, naill ai i'r Swyddog Arweiniol Corfforaethol, y Rheolwr Corfforaethol a/neu Reolwr y Gwasanaeth, ar gyfer penderfyniad ar achosion o dorri rheolaeth gynllunio. Gallu cyfiawnhau'r argymhellion er mwyn sicrhau bod y penderfyniadau a wneir yn unol â'r gyfraith, arferion da, polisïau cynllunio a chyngor y llywodraeth, ac yn rhesymol ac yn gynaliadwy ar apêl neu drwy'r llysoedd.
33. Cymryd rhan yn y broses o ymgymryd â chamau gorfodi gan gynnwys paratoi a chyflwyno hysbysiadau, mynd ar drywydd erlyniadau a chamau eraill drwy'r Llysoedd a chymryd camau uniongyrchol.
34. Ymdrin ag unrhyw apeliadau gorfodi dilynol yn ôl yr angen.

Polisi Cynllunio:

35. Cyfrannu at bolisi i lunio'r Cynllun Datblygu, gan gynnwys Canllawiau Cynllunio Atodol.
36. Cyfrannu at lunio polisïau ledled y sir fel y bo'n briodol.
37. Rhoi cymorth i'r Tîm Polisi Cynllunio lle bo angen.

Amrywiol:

38. Dirprwyo ar gyfer y Rheolwr Corfforaethol a Rheolwr y Gwasanaeth lle bo angen.
39. Cysylltu ag adrannau eraill y Cyngor gan gynnwys Adfywio Economaidd, Rheolaeth Adeiladu, Rheoli Asedau a Gwasanaethau Technegol a'u cynghori.
40. Defnyddio'r gwahanol gronfeydd data a systemau cyfrifiadurol i gyflawni dyletswyddau a chyfrifoldebau'r rôl.
41. Cadw ffeiliau cynllunio a dogfennau gwaith eraill mewn cyflwr trefnus a dealladwy. Cadw cofnod o bob trafodaeth, cyfarfod, cyfrifiad perthnasol ac ati. Cynnal gwiriadau gweinyddol rheolaidd ar waith achosion sy'n weddill i sicrhau yr ymdrinnir â phob mater sy'n weddill.

42. Cynnal ansawdd wrth wneud penderfyniadau ac ymdrechu i gyrraedd yr amcanion a'r targedau perfformiad a nodir yn y Cynllun Busnes Rheoli Datblygu. 43. Cynorthwyo i helpu'r Cyngor i gyflawni ei amcanion corfforaethol. 44. Datblygu a pharhau i ddatblygu'r sgiliau angenrheidiol i ymgymryd â'r swydd hon ac i nodi a chymryd rhan mewn digwyddiadau hyfforddi a datblygu sy'n berthnasol i'r gwaith. 45. Cadw i fyny â deddfwriaeth, polisïau, cyfraith achosion a chanllawiau newydd perthnasol. 46. Datblygu perthynas waith agos a phroffesiynol â PCAC. 47. Ymateb i ymgynghoriadau perthnasol. 48. Rhoi’r wybodaeth ddiweddaraf i’r rheolwyr am geisiadau cyfredol a chynigion datblygu mawr yn y dyfodol. 49. Ysgogi gwelliannau i wasanaethau i symleiddio'r broses o ymdrin â cheisiadau cynllunio mawr a cheisiadau Datblygiad o Arwyddocâd Cenedlaethol / Cydsyniad Seilwaith. 50. Cefnogi'r Rheolwr Corfforaethol a Rheolwr y Gwasanaeth gyda chydlynu Fforwm yr Asiantiaid a Datblygwyr, hyfforddiant Aelodau, hyfforddiant Cynghorau Tref a Chymuned a rhaglenni datblygiad proffesiynol parhaus staff yn ôl yr angen. 51. Dilyn, bob amser, yr holl ddeddfwriaeth gynllunio a deddfwriaeth arall megis Diogelu Data - GDPR, Rhyddid Gwybodaeth ac Iechyd a Diogelwch yn y Gwaith. 52. Cynorthwyo o bryd i'w gilydd gydag agweddau eraill ar Reoli Datblygu yn ôl yr angen a pharatoi adroddiadau ar newidiadau mewn deddfwriaeth, polisïau rheoli datblygu a materion eraill sy'n ymwneud â rheoli datblygu yn y Sir. 53. Cynorthwyo i gaffael a rheoli ymgynghorwyr allanol, lle bo angen eu cyflogi i gefnogi agweddau ar ddarparu gwasanaethau. 54. Ymgymryd â dyletswyddau eraill o'r fath, sy'n gymesur â'r swydd, a allai fod yn ofynnol i ddiwallu anghenion y gwasanaeth.	
Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD 1867

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	- Mae'n hanfodol bod gan yr ymgeisydd radd, cymhwyster ôl-raddedig neu gyfwerth mewn Cynllunio Gwlad a Thref neu ddisgyblaeth gysylltiedig. - Yn meddu ar aelodaeth siartredig (neu gymhwystra) o'r Sefydliad Cynllunio Trefol Brenhinol - Trwydded yrru lawn y DU, neu'r gallu i deithio'n annibynnol, yn hyblyg ac ar fyr rybudd i ddiwallu anghenion y gwasanaeth. - Rhaid i ddeiliad y swydd hefyd allu ymweld â safleoedd (gan gynnwys safleoedd adeiladu) ar ei ben ei hun yn bennaf, ledled ardal weinyddol y Cyngor.
Sgiliau leithyddol Cymraeg:	**Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad.** **Gwrando a Siarad** **Lefel 3:** Medru deall a chymryd rhan yn y rhan fwyaf o sgyrsiau arferol o ddydd i ddydd yn y swyddfa. Medru cynnig cyngor i'r cyhoedd ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. Medru cyfrannu i gyfarfod neu gyflwyniad ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. **Sgiliau Darllen** **Lefel 3:** Gallu deall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o ddod ar eu traws yn ystod y gwaith. **Sgiliau Ysgrifennu** **Lefel 3:** Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol.
Sgiliau leithyddol Saesneg:	**Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.** **Gwrando a Siarad** **Lefel 5:** Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif. **Sgiliau Darllen** **Lefel 5:** Gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi yn nhermau astrus. **Sgiliau Ysgrifennu**

	Lefel 5: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon dderbyniol gyda chymorth cymhorthion iaith. Medru llunio nodiadau manwl tra'n cymryd rhan lawn mewn cyfarfod.
Sgiliau Ymarferol / Personol	Rhaid i'r ymgeisydd llwyddiannus allu dangos y canlynol: - Lefel ardderchog o allu proffesiynol - Agwedd gadarnhaol, 'gallu gwneud', ragweithiol a chefnogol mewn amgylchedd tîm - Agwedd sy'n ymdrechu'n gyson am welliant parhaus a rhagoriaeth - Creadigrwydd, arloesedd a'r gallu i ddod o hyd i atebion. - Y gallu i siarad o blaid canlyniadau cadarnhaol i'r Sir mewn sefyllfaoedd lle mae blaenoriaethau'n cystadlu. - Y gallu i drefnu a blaenoriaethu llwyth gwaith trwm sy'n cynnwys cymysgedd o waith achosion a gwaith prosiect tymor hwy. - Sgiliau rhagorol o ran rheoli amser / blaenoriaethau, gyda'r gallu i weithio o dan bwysau ac yn ôl y dyddiadau cau perthnasol - Gwybodaeth am brif swyddogaethau'r Cyngor a chyd-destun gwleidyddol a sefydliadol Llywodraeth Leol. - Sgiliau TG da e.e., defnyddio word, excel a GIS. - Mae sgiliau cyfathrebu, rhyngbersonol a negodi da yn hanfodol ar gyfer y rôl hon ac mae'n rhaid i ddeiliad y swydd allu cyfathrebu'n glir, yn ddiduedd ac yn gryno mewn ffordd broffesiynol. Rhaid i ddeiliad y swydd hefyd allu addasu ei arddull o gyfathrebu i weddu i'w gynulleidfa. - Y gallu i baratoi adroddiadau ysgrifenedig o ansawdd uchel. - Sgiliau dadansoddi da a'r gallu i nodi camau gweithredu sy'n deillio o ddata/gwybodaeth monitro. - Sgiliau negodi rhagorol

	- Rhaid bod gan ddeiliad y swydd y gallu i weithio'n annibynnol gyda goruchwyliaeth gyfyngedig a hefyd fel rhan o dîm. - Y gallu i roi sylw i fanylion. - Hunanhyderus gydag egni personol, i weithio'n hyblyg a dan bwysau. - Ymrwymiad cryf i roi gwasanaeth o ansawdd uchel i'r cyhoedd ac ymrwymiad cryf i foddhad cwsmeriaid. - Yn gallu meithrin perthnasoedd gwaith effeithiol o fewn a thu allan i faes y gwasanaeth ar bob lefel o fewn y sefydliad a gyda sefydliadau allanol.
Profiad Hanfodol	- Yn meddu ar wybodaeth gynhwysfawr a phrofiad helaeth o weithio yn y sector Rheoli Datblygu, gyda llwyddiant blaenorol o reoli a phrosesu ceisiadau cynllunio mawr - Gwybodaeth a dealltwriaeth ragorol o ddeddfwriaeth gynllunio, cyfraith achosion a pholisi, technegau cynllunio a'r prosesau rheoli a gorfodi datblygu - Dealltwriaeth drylwyr o ddeddfwriaeth Asesiad o'r Effaith Amgylcheddol a phrofiad ymarferol o ddatblygiad Asesiad o'r Effaith Amgylcheddol - Profiad o gyflwyno adroddiadau i Bwyllgor Rheoli Datblygu (neu gyfwerth) a/neu uwch reolwyr. - Profiad mentora
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Disgwylir i ddeiliad y swydd fod yn ymrwymedig i ddatblygiad proffesiynol parhaus a disgwylir iddo fod yn gadarnhaol am ddatblygiad proffesiynol parhaus trwy chwilio am gyfleoedd i wella ei wybodaeth ei hun.

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	Yn barod i weithio o bryd i'w gilydd y tu allan i oriau swyddfa arferol a goramser yn ôl yr angen, gan fynychu ymweliadau safle/ymchwiliadau sy'n hanfodol.

Job Description

Post Name	Specialist Development Management Officer (Major Projects & Developments of National Significance (DNS) / Significant Infrastructure Projects (SIP))
Service	Economy and Regeneration
Grade	11
Spinal Point/s	32 - 34
Salary	£42,839 - £45,091 per annum
Job Purpose	- Assist with the delivery of a professional planning service, by sensitively managing land usage and development in the County. - Provide pre-application advice to developers and advise on Environmental Impact Assessment (EIA) requirements. - Manage multi-disciplinary stakeholder engagement with developers, statutory consultees, Welsh Government, Planning and Environment Decisions Wales (PEDW) and local communities. - Process applications for planning permission, most notably major and complex planning applications and EIA developments. - Act as case officer for Developments of National Significance (DNS) / Significant Infrastructure Projects and ensure that all the LPA's responsibilities, including the preparation of Local Impact Reports (LIR's) and other documents, are carried out to a high standard and on time. - Defend planning decisions at appeal, including at hearings and public inquiries - Undertake the efficient and effective investigation of breaches of planning control and legislation within the County and utilise appropriate enforcement interventions as necessary And; - Provide mentoring, supervision and guidance to colleagues within the Planning Service, as well as the delivery of training to said staff as and when required.
Contractual Work Location/Base	The main office base for the post is in Penmorfa, Aberaeron You will be given the necessary management and team support, flexible working, peer review and skill sharing to enable you to successfully undertake your role and develop professionally.

	The successful post holder will also be provided with a laptop computer, mobile phone and various other equipment for use when making site visits and to facilitate remote working. (NB Exposure to dirt, dust, inclement weather and other risks may be encountered whilst conducting site visits).
Hours of Work	37 hours
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Service Manager - Development Management
Supervisory/Managerial Responsibilities	The successful postholder will be expected to provide mentoring, supervision and guidance to colleagues within the Planning Service, as well as the delivery of training to said staff as and when required.
Accountability	The post-holder will be required to work on his/her own initiative, remote from the line manager but work to defined guidelines, policies, procedures and legislation which would be supervised by the Line Manager.
Contractual Terms Associated with the Post	

Duties and Responsibilities

General:

1. To act as case officer for a wide range of major and complex planning applications across the county, including EIA developments and Developments of National Significance (DNS) / Significant Infrastructure Projects (otherwise known as 'Infrastructure Consents' (IC's)). The postholder will also be expected to deal with minor planning applications as and when required.
2. To balance the demands of the development sector and economic regeneration with the need to safeguard the County's environmental and other assets.
3. To implement the Council's placemaking agenda and its aspiration to be positive and proactive in terms of allowing the 'right schemes' in the 'right place' at the 'right time'.

Developments of National Significance (DNS) (defined categories of infrastructure developments) / Significant Infrastructure Projects (otherwise known as 'Infrastructure Consents' (IC's)):

4. To ensure that the LPA's responsibilities under the Planning (Wales) Act 2015, Infrastructure (Wales) Act 2024 and associated secondary legislation are carried out to the highest standard and on time.
5. To prepare high quality Local Impact Reports (LIR's) and other reports and documentation on behalf of the Local Planning Authority.
6. To represent the LPA at examination where required, ensuring that the views of the Council are properly presented.
7. Formulate EIA Screening and Scoping Opinions on behalf of the Local Planning Authority, in conjunction with the County Ecologists and other consultees.
8. Negotiate and secure Planning Performance Agreements where required.

Planning applications:

9. To process, assess and formulate recommendations for applications for planning permission, most notably for major and complex development proposals and EIA developments.
10. To act as case officer in respect of such applications, including assessing the implications of a proposal, identifying consultees, making site inspections, ensuring all necessary information / supporting documentation is submitted, discussing the proposals with applicants and interested parties, negotiating appropriate amendments and formulating reports and recommendations for consideration by senior management and / or the Development Management Committee.
11. To examine development proposals which have been submitted to the Local Planning Authority and negotiate amendments and modifications with developers and applicants to ensure conformity with the relevant planning legislation, policy, guidance, circulars, best practice and case law.
12. To prepare high quality written reports with recommendations for consideration under delegated powers or by the Development Management Committee. To set out clear and robust recommendations in an accurate, well written officer report based on relevant planning policies and other material considerations
13. To attend and address Members at the Development Management Committee as and when required and advise elected members and the Development Management Committee on the contents of reports and on matters relating to applications for planning consent.
14. To negotiate planning obligations (legal agreements) on eligible applications, in order to mitigate the impacts of a development proposal.
15. To process applications in a timely manner and negotiate and secure Planning Performance Agreements and / or Extensions of Time where required.
16. Formulate EIA Screening and Scoping Opinions on behalf of the Local Planning Authority, in conjunction with the County Ecologists and other consultees.
17. Provide guidance and mentoring to the Planning Validation Team on the information required to accompany such applications.

Provision of Advice:

18. To respond to pre-application and general enquiries raised by the public / applicants / agents / developers and elected members.
19. To provide specialist advice to colleagues in the Planning Service in relation to major or complex development proposals. This will include pre-application advice, commenting on applications, recommending conditions, advising on the discharge of conditions, monitoring work on site and preparation for and attendance at public inquiries and hearings.
20. The successful postholder will be expected to provide mentoring, supervision and guidance to colleagues within the Planning Service, as well as the delivery of training to said staff as and when required.
21. Mentor, train and support colleagues on DNS / Significant Infrastructure Projects processes and major planning application methodologies and to set work for junior members of staff where required.

Planning Appeals:

22. To support the Council's case at appeal, ensuring that the views of the Council are properly presented.
23. Deal with appeals as required through the written representations procedure, hearings or public inquiries.
24. Prepare and submit appeal statements within the required statutory deadlines.
25. To represent the Authority at informal hearings and act as the Council's expert witness at public inquires.
26. To assist colleagues in the preparation of planning appeal statements.
27. To assist other officers and give specialist evidence at hearings and inquiries where required.
28. Attend site visits accompanying the inspector appointed by PEDW.
29. To carry out the associated administration work associated with appeals, including notification letters, completing the Council's appeal questionnaire, arranging dates and venues for appeal hearings and public inquiries and notifying local ward members and colleagues of appeal decisions.

Planning Enforcement:

30. To investigate breaches of planning control by gathering evidence & information and maintaining records.
31. Where planning controls have been breached, either negotiate solutions or ensure that enforcement action is undertaken in an efficient, effective and expedient manner.
32. To formulate recommendations, either to the Corporate Lead Officer, Corporate Manager and / or Servicer Manager, for a decision on breaches of planning control. To be able to justify the recommendations in order to ensure that the decisions reached are in accordance with law, good practice, planning policies and government advice, and are reasonable and sustainable on appeal or through the courts.
33. To participate in the undertaking of enforcement action including the preparation and serving of notices, the pursuit of prosecutions and other actions through the Courts and the taking of direct action.
34. To deal with any subsequent enforcement appeals as required.

Planning Policy:

35. To provide policy input into the formulation of the Development Plan, including Supplementary Planning Guidance.
36. Contribute to county wide policy making as appropriate.
37. Provide support to the Planning Policy Team where required.

Miscellaneous:

38. To deputise for the Corporate and Service Managers where required.
39. To liaise with and advise other Council departments including Economic Regeneration, Building Control, Asset Management and Technical Services.
40. Use the various databases and computer systems to carry out the duties and responsibilities of the role.
41. To maintain planning files and other working documents in an ordered and comprehensible condition. Keep a record of all material discussions, meetings, calculations etc. Carrying out of regular administrative checks on outstanding casework to ensure all outstanding matters are dealt with.

42. To maintain quality in decision making and to strive to meet the objectives and performance targets set out in the Development Management Business Plan.
43. To assist in helping the Council to meet its corporate objectives.
44. To develop and continue to develop the skills necessary to undertake this post and to identify and participate in training and development events relevant to the work.
45. To keep abreast of relevant new legislation, policies, case law and guidance.
46. To develop close and professional working relations with PEDW.
47. To respond to relevant consultations.
48. To keep management abreast of current applications and future major development proposals.
49. Drive service improvements to streamline the handling of major planning applications and DNS / IC applications.
50. To support the Corporate and Service Managers with the co-ordination of the Agents and Developers Forum, Member training, Town and Community Council training and staff CPD programmes as required.
51. To follow, at all times, all planning and other legislation such as Data Protection - GDPR, Freedom of Information (FOI) and Health & Safety at work.
52. Assisting from time to time with other aspects of Development Management as may be necessary and prepare reports on changes in legislation, development management policies and other matters related to the control of development in the County.
53. Assist in procuring and managing external consultants, where it is necessary to engage them to support aspects of service delivery.
54. To undertake such other duties, commensurate with the post, which may be required to meet the needs of the service.

Job Evaluation Post Ref	JD1867

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	- It is essential that the candidate possesses a degree, postgraduate qualification or equivalent in Town and Country Planning or related discipline. - With chartered membership (or eligibility) of the Royal Town Planning Institute (RTPI) - Full UK Driver's Licence or the ability to travel independently, flexibly, and at short notice to meet service needs. - The postholder must also be able to carry out site visits (including to building sites) on a mostly unaccompanied basis, throughout the Council's administrative area.
Welsh Linguistic Skills:	**The following linguistic skills will be required within 2 years of appointment.** **Listening & Speaking** **Level 3:** Can understand and participate in most day-to-day non-technical conversations in the office. Can advise the public on general matters within own area of work, but must turn to preferred language for technical or specialist terms. Can contribute to meetings or presentations within own area of work, but must turn to preferred language for technical or specialist terms. **Reading Skills** **Level 3:** Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work. **Writing Skills** **Level 3:** Can write informal messages and reports for internal use.
English Linguistic Skills:	**You must possess the following linguistic skills when you start the position.** **Listening & Speaking** **Level 5**: Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters. **Reading Skills** **Level 5:** Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms. **Writing Skills**

	Level 5: Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. Can write detailed notes in a meeting whilst contributing fully.
Practical and personal skills	The successful candidate must be able to demonstrate the following: - An excellent level of professional ability - A positive, 'can do', proactive and supportive attitude in a team environment - An attitude which consistently strives for continuous improvement and excellence - Creativity, innovation and an ability to find solutions. - An ability to advocate positive outcomes for the County in situations of competing priorities. - An ability to organise and prioritise a heavy workload comprising a mixture of casework and longer-term project work. - Excellent time / priority managements skills, with an ability to work under pressure and to the relevant deadlines - Knowledge of the Council's major functions and the political and organisational context of Local Government. - Good IT skills e.g., use of word, excel and GIS. - Good communication, interpersonal and negotiation skills are essential for this role and the postholder must be able to communicate clearly, impartially and concisely in a professional manner. The postholder must also be able to adapt their style of communication to suit their audience. - The ability to prepare high-quality written reports. - Good analytical skills and an ability to identify actions arising from data/monitoring information. - Excellent negotiation skills - The postholder must possess an ability to work independently with limited supervision and also as part of a team. - Ability to pay attention to detail.

	- Self-confident with personal drive, to work flexibly and under pressure. - A strong commitment to providing a high-quality service to the public and strong commitment to customer satisfaction. - Able to build effective working relationships within and outside the service area at all levels within the organisation and with external organisations.
Required Experience	- With comprehensive knowledge and extensive experience of working in the Development Management sector, with a proven track record of managing and processing major planning applications - Excellent knowledge and understanding of planning legislation, case law and policy, planning techniques and the development management and enforcement processes - Thorough understanding of Environmental Impact Assessment legislation and practical experience of EIA development - Experience of presenting reports to a Development Management Committee (or equivalent) and / or senior management. - Mentoring experience
Training/education required to be undertaken for the post/worked towards	The postholder is expected to be committed to continuous professional development (CPD) and is expected to be positive about CPD by seeking opportunities to improve their own knowledge.

Desirable Requirements	
Qualifications / Training	
Practical / Personal Skills	Willing to work occasionally outside normal office hours and overtime as required, attending essential site visits/investigations.