

Job Description



Job Title: Principal Aviation Officer	Service Area: Planning and Development	
Directorate: Inclusive Economy and Housing	Post Number: 21363	Evaluation Number: 5557 / 5557A / 5557B
Grade: PO4-PO6	Date last updated: July 2020	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

To lead on a range of aviation matters related to the impacts on the residents and businesses of the London Borough of Newham.

To be the primary point of contact for operational and strategic matters related to London City Airport, including advising on and leading on planning applications and enforcement cases, inputting to planning appeals, and monitoring compliance with Deeds of Planning Obligation and Conditions attached to planning permissions.

Job Summary

The post holder reports to the Infrastructure Planning Manager.

1. The post holder has line management responsibility for no other posts but will be required to manage consultants appointed to support the Council related to this function.
2. The post holder has no budget responsibility; but is responsible for compliance with the Deed of Planning Obligation associated with the Airport valued at c.£5m (including benefits in kind).
3. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

PO4

To undertake all responsibilities listed below:

1. To manage a complex personal workload related to London City Airport operations and compliance with Deeds of Planning Obligation and Conditions attached to Airport-related planning permissions, including investigating and assessing potential non-compliance.
2. To assess details submitted in accordance with London City Airport's consented operations, negotiating the optimum outcome and make recommendations as to the acceptability of the details within established timeframes and to an agreed format.
3. To provide technical solutions on various matters including, advice and guidance to Councillors, staff, developers and other stakeholders and respond to FOIs and complaints in a timely and professional manner using best practice customer service.
4. To assist in the procurement and management of specialist consultancy services to provide additional technical assistance to the Local Planning Authority.
5. To respond to internal consultation requests on pre-application discussions, planning applications and Local Plan documents.

6. To represent the Council at the London City Airport Consultative Committee, Strategic Development Committee, Cabinet and such other committee of forum relevant to the post as directed – including preparing and presenting reports at public meetings in accordance with the Council’s governance processes.
7. To utilise Microsoft systems, IDOX Uniform, IDOX DMS, Exacom and other databases in the management of casework associated with the monitoring of compliance with London City Airport’s consented operations.
8. To give evidence at Magistrates’ Courts and Crown Courts for prosecutions against breaches of planning control.
9. To liaise and foster strong working relationships with other external agencies.
10. To be the primary point of contact for all internal and external stakeholders in all matters relating to aviation policy.

PO5

All of the above and in addition:

11. To lead in the procurement and management of specialist consultancy services to provide additional technical assistance to the Local Planning Authority.
12. To lead on updates to Planning Policy related aviation matters internally and respond to external consultations led by NATS, CAA, DfT, GLA, TfL, Airport Operators, reflecting both the Local Plan and the wider corporate position.
13. To lead within minimal supervision on all types of Aviation related matters for the Local Planning Authority tasks as above plus prominent input to pre-application advice, determination of planning applications, enforcement and appeal work concerning the operations of London City Airport and associated impacts on the Borough, and taking a key role in defending planning policy at plan Examination hearings and other planning hearings and inquiries as it relates to the development of London City Airport or other aviation related matters.
14. To prepare and present written or oral reports and briefings to the Mayor, Lead member, Cabinet, Planning Committees, Members’ Forum and other bodies, and to attend and lead meetings with Members as necessary, and to support the preparation and management of agendas and meetings as required by the Managers of the Planning functions within the directorate.
15. To take decisions on all matters delegated to this post, using discretion and professional judgement to deliver a pragmatic and effective approach to service delivery, and to conflict and problem resolution

PO6

All of the above and in addition:

16. To lead on innovation of the systems and processes for the management of compliance data to enhance transparency and accountability.
17. To take proactive ownership of personal development planning and training needs.
18. To represent the authority at a senior level when dealing with partners, developers, and other interested parties to ensure a joined-up approach to the delivery of the service, including interface with government departments.
19. To keep updated with changes in legislation and best practice, proactively considering and implementing measures to ensure the Council's processes and procedures are compliant with legislation and exemplary.
20. To deputise for the Infrastructure Planning Manager as required.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

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PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA	METHOD OF ASSESSMENT
QUALIFICATIONS: a. a recognised degree in Town Planning <u>and</u> sufficient post-post-qualification experience to qualify for membership of RTPI	Application Form – mandatory shortlisting screening criteria

<p>OR</p> <p>b. a related degree and relevant post-graduate experience and a place on a recognised town planning post-graduate course</p>	
<p>KNOWLEDGE:</p> <p>Specialist knowledge of Planning Legislation and associated Government guidance.</p> <p>A clear understanding of governance in local government.</p> <p>Knowledge of procurement in a Local Authority.</p> <p>Knowledge of the operations of London City Airport.</p> <p>A demonstrable understanding of aviation matters in the UK.</p>	<p>Application Form/Interview/Test</p>
<p>EXPERIENCE:</p> <p>Experience of undertaking planning assessments in accordance with legislation, Government guidance and Local Authority due process.</p> <p>Experience of undertaking planning enforcement action, including giving evidence at relevant proceedings.</p> <p>Experience of working in a Local Authority and representing the Local Planning Authority to Members.</p> <p>Experience of assisting in the procurement and management of consultancy services.</p> <p>Experience of database and monitoring systems including, but not limited to, IDOX Uniform, IDOX DMS, Exacom.</p> <p>PO5</p> <p>Experience of procuring and managing consultants and consultancy services.</p> <p>Experience of drafting policy and processes associated with Spatial Planning and/or aviation matters.</p> <p>Demonstrable evidence of working for or with a Local Planning Authority on pre-application, planning application, enforcement and appeal work.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>

<p>Preparing briefings and reports for Members and making presentations of findings and recommendations.</p> <p>PO6 Experience of representing a Local Authority at a senior level, with minimal supervision, deputising for Senior Managers.</p> <p>Experience of anticipating changes in legislation to promptly implement requisite changes in processes and procedures to protect the Local Authority's interests.</p> <p>Experience of adapting systems and processes to achieve optimum transparency and accountability.</p>	
<p>SKILLS AND ABILITIES:</p> <p>Ability to manage a complex personal workload adhering to statutory or corporate deadlines.</p> <p>Ability to provide advice in an accessible way to a range of stakeholders.</p> <p>Demonstrable skills of effectively representing a Local Authority to a range of internal and public facing meetings.</p> <p>Attention to detail in data entry, interrogation of reports and making sound judgments based on information presented and omitted.</p> <p>Ability to cultivate and maintain positive professional working relationships with a range of stakeholders.</p> <p>PO5 Ability to evaluate and manage consultants to ensure the Local Authority's interests are realised.</p> <p>Good communication skills to inform or convince on planning matters to a variety of audiences.</p> <p>Good communication skills of engagement including to listen, evaluate and respond to resident or business on technical planning matters; local arising issues or associated matters.</p> <p>Sound evaluation skills, and ability to apply judgment in consultation with Line Manger.</p> <p>Sound skill of drafting policy and processes associated with Spatial Planning and/or aviation matters.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>

<p>High level of evaluation skills, and ability to apply judgement making recommendations to Line Manager.</p> <p>Exemplary skills of evaluating draft policy or legislation and assessing the impact on the Local Authority.</p> <p>Exemplary skills of drafting policy and processes associated with Spatial Planning and/or aviation matters.</p> <p>PO6 Ability to critically evaluate monitoring systems and processes to ensure transparency, accountability and probity in all actions.</p> <p>Ability to speak with clarity and to respond on behalf of the Local Authority at a senior level of influence to a range of stakeholders.</p> <p>Ability to proactively seek personal and professional development opportunities.</p> <p>Skills of keeping up to date with and representing a range of interests from across the Council's functions and translating this into tangible outcomes within tasks at hand.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Ability to establish and maintain positive relationships with a range of stakeholders.</p> <p>Excellent communication skills, both written and oral, including the ability to present information and advice clearly, concisely and accurately.</p> <p>Possesses and demonstrates strong analytical, organisational and negotiating skills.</p> <p>Ability to inspire confidence and trust with people at all levels internally and externally.</p> <p>Ability to persuade and resolve conflict.</p> <p>Probity and honesty.</p> <p>Ability to work with minimal supervision, under pressure, using personal initiative, to maintain high work output within targets.</p> <p>Creative and innovative in solving complex problems.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>

OTHER SPECIAL REQUIREMENTS: Willingness and ability to work occasional evenings and weekends to maintain service delivery.	Application Form/Interview