

JOB DESCRIPTION

Job Title	Senior Planning Liaison Officer		
Directorate	Infrastructure and Transport		
Reporting to	Principal Planning Liaison Officer		
Grade	10		
Evaluation ref:	AG0898	Job ref:	Family EST10
Role purpose			
<p>To provide the Highway Authority's statutory function to provide responses to planning applications and negotiating legal agreements and representing the Highway Authority at planning committee and appeals.</p> <p>To provide advice, guidance, direction and support to Heads of Service, Service Managers and Line Managers as well as elected members. Liaise and work closely with managers and other professionals when formulating and developing responses.</p>			
Responsibilities			
<p>Act on behalf of the Highway Authority, undertake reviews, contribute to and enable a range of complex highway improvement projects using a combination of specialist and technical knowledge and interpersonal skills, including consultation and negotiating skills as appropriate.</p> <p>Provide advice, guidance and support to Senior Professionals, Professionals, Managers, elected members, colleagues and external organisations including private developers, on a variety of highway issues including highway design standards, current highway legislation and legal agreements, environmental impacts and political awareness. Ensure, with minimal supervision, that the statutory requirements of the Council as the Highway Authority are met.</p> <p>Define, design and deliver presentations and briefings to support planning appeals, various committees, policy implementation, member training, etc.</p> <p>Undertake more complex investigations into planning/political/technical issues, advising Principal Officers and Service Managers on the findings and recommending any action to be taken. Negotiate legal agreements as necessary to secure requirements of developers.</p> <p>Lead on key aspects of projects and/or policy development work with key stakeholders, eg consultation and liaison with both in-house service providers and external contractors on both major/minor schemes.</p> <p>Design and deliver presentations and briefings to support planning appeals, committee attendance, developer meetings, etc.</p>			

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Support/mentor technicians within the team, eg review work, assist with identifying priorities, set key project milestones, etc.

Establish priorities, review/amend programmes of work through liaison with colleagues and service providers with reference to council policies, relevant standards and procedures in line with Statutory requirements.

Attend meetings (occasionally outside normal office hours). Will be required to represent the Highway Authority at public inquiries, planning committees, appeals, magistrates courts (such as stopping up orders), etc.

Participate in or lead service improvement projects.

Develop and maintain close working relationships with other Service areas to ensure effective and efficient execution of the Group's responsibilities. Ensure effective communication with all stakeholders.

Maintain awareness of all relevant documentation, legislation, procedures and other requirements/changes to ensure an effective standard of work.

Impact

Contacts & Relationships

Provide advice, guidance and direction and support to principal officers, service managers and strategic manager as well as elected members of the Council. Occasional direct contact with the Director and Cabinet Member.

Within Somerset Council, there are frequent meetings with other members of the ECI Operations and Commissioners, the purpose of which will be to, exchange advice and information, provide guidance, attend and participate in briefing meetings and working groups. Will as required attend meetings with team members from other Service areas.

Contact with a wide range of organisations, including those with Service Level Agreements providing an income to the Authority; other local authorities, Government Departments at National and Regional level; etc as well as private organisations and developers providing additional income streams. The purpose of these contacts can be to research, provide, obtain and analyse information or to discuss and negotiate various highway issues.

Resources

Provide specialist technical advice in support of the statutory process.

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	Essential	Desirable	
Knowledge			
Experience in a specialist role, preferably in highways or planning.		X	
Knowledge of planning and highways legislation and legal agreements		X	
Knowledge of Local Government administration and processes		X	
Experience			
Experience in a specialist role, preferably in highways or planning.		X	
Highly IT literate with experience of common IT software, in particular MS Word, PowerPoint and Excel.	X		
Qualifications / Registrations / Certifications			
A degree or equivalent professional qualification	X		
Membership of a relevant highways and transportation professional institution or organisation		X	
Skills			
Ability to read and interpret plans and technical drawings		X	
Excellent interpersonal and communication skills	X		
Working Conditions			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			
Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practice.			
Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and			

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maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: May 2025