



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Case Manager (HEO) - National Infrastructure Casework		
Business Unit	National Infrastructure		
Job Purpose	To support the processing of applications for development consent for NSIPs, from pre-application stage to the issue of a decision or recommendation, taking a supported "lead" role in handling single or dual issue applications.		
Job Description Number	T-72-12	Grade	HEO
Version No. and Date.			
MAIN ACTIVITIES			
<ul style="list-style-type: none"> • To provide accurate, legally compliant and timely information and advice on the process for NSIPs to potential applicants and other interested parties, applying and interpreting relevant policies and legislation using influencing skills to persuade and encourage promoters to effectively engage with the requirements of the 2008 act and with relevant consultees. • To lead on outreach and stakeholder engagement programmes at pre-submission stage, facilitating promoters in their preparation of NSIP projects to ensure that the requirements of the Act are fulfilled. • As project lead, in close collaboration with the relevant sector lead, to develop the case project plan, including key activities, resource needs, performance standards, milestones and deadlines. To regularly brief the Team Leader overseeing the case and to review progress regularly, taking action as needed to ensure that all requirements are met. • Support Principal and Senior Case Managers in delivering key activities on assigned cases. • Support the Examining Authority, working with colleagues in the National Infrastructure directorate, in all aspects of the examination, including planning and attending meetings and public hearings, and assisting with the preparation of examination correspondence and reports. • To record all advice and information given and carry out other activities associated with the processing and consideration of applications and with the issue of Development Consent decisions as per statutory requirements and in accordance with established office procedures. • To manage the collation of and assist in the analysis of written representations and other information, identify issues raised in submissions and to prepare appropriate reports for Inspectors as directed. • Develop consenting expertise and technical sector knowledge. • Manage efficient examination meetings and public hearings including coordinating a multi-disciplinary team and leading PINS' representation off-site. • To contribute to the development of guidance for promoters and other interested parties on the process for NSIPs. 			

KNOWLEDGE, SKILLS & EXPERIENCE

Essential:

- Demonstrable knowledge and experience of a planning or infrastructure environment, preferably case work related.
- 5 GCSEs minimum (must be English and Maths) or equivalent
- Proven influencing /negotiating skills
- Good analytical skills particularly with large volumes of written information
- Ability and willingness to visit sites across the country as required including overnight stays.

Desirable:

- Sound knowledge of consent regimes similar to that under the Planning Act 2008 (for example, processing of planning applications and appeals).
- Graduate in a built environment discipline (eg planning, civil engineering)
- Experience of project management and applied knowledge of related tools.
- Ability to communicate and present complex issues to large audiences.

PROFESSIONAL SKILLS FOR GOVERNMENT (PSG)

The following competencies at level 3 in PINS PSG framework are essential for HEOs PINS 2012. Key behaviours are listed below.

Communication:

- Clearly communicates the view of the organisation to external bodies and customers
- Probes to understand underlying customer needs and meets these in terms of performance, time and value

Resource Management:

- Plans, forecasts, monitors and evaluates the use of resources, investigates any issues and takes action as appropriate

Delivering Results:

- Prioritises conflicting demands to deliver on outcomes
- Builds and maintains positive relationships with stakeholders and colleagues

Problem Solving & Decision Making:

- Takes personal responsibility for making difficult decisions.
- Uses creative methods to solve complex problems

Business Focus:

- Identifies good practice and areas for improvement in systems and processes and communicates these to others
- Takes personal responsibility to develop business potential through reducing risk

Management & Leadership:

- Empowers others to find new ways of doing things
- Leads by example

RESOURCE MANAGEMENT

Budget Responsibility?
Y / N

N

If NO can the job holder
authorise payments? Y / N

REPORTING LINES

Reports to: Case Leader or Senior
Planner

No of Direct Reports: None