



**Role Profile**

This section provides key information relating to the role

<b>Job Title:</b>	Development Management Service Manager		
<b>Post No:</b>	P01363	<b>Grade:</b>	COC
<b>Team:</b>	Planning	<b>Location:</b>	
<b>Responsible to:</b>	Assistant Director - Planning		
<b>Responsible for:</b>	Principal Development Management Officers and Principal Planning Enforcement Officer(s); Major Principal Development Officers, Planning Obligations Officer.		

**Overall job purpose:**

To be responsible for the management, operational delivery and performance of the Council's Development Management Service(s) which include development management, planning support, planning enforcement and securing and allocating planning obligations.

**Key areas of focus:**

1.	To be responsible for the determination of delegated planning and related applications and planning enforcement decisions in accordance with national legislation and policy, council constitution, standing orders and current scheme of delegation.
2.	To be responsible for presenting clear, balanced reports to Committee, with firm, robust and defensible recommendations in accordance with national legislation and policy, council constitution, standing orders and current scheme of delegation in relation to planning and related applications and planning enforcement matters.
3.	To be responsible for providing the main interpretation of legislative and policy requirements in relation to the development of land and buildings, physical, environmental and historic resources, the protection of conservation areas and listed buildings to members, officers, parish councils, applicants/agents and members of the public.
4.	To ensure the provision of high quality advice, guidance and assistance on development management matters and to act as the principal contact for members on all development management matters. To be the lead officer for the Development Management Committee and as such be responsible for the agenda content, report preparation and the presentation of large, complex or sensitive reports and supporting other officer in presentation of reports at meetings.

5.	To be responsible and accountable for managing and monitoring the development management service budget.
6.	To work with the governance services team to ensure the smooth running of all planning committee meetings and that an appropriate scheme of member development is designed and delivered so that members are competent to partake in lawful decision making on planning matters.
7.	To act as an expert witness in connection with planning, development management and enforcement, through the preparation of reports, and giving evidence at appeals, planning inquiries, Court and other tribunals.
8.	To be responsible for the recruitment, training, and management of staff within the Development Management service. To be responsible for the continuous improvement of the development management service through the revision of policies and procedures and the implementation of improvements, having regard to the need to reflect customer needs, performance targets, national legislation, available resources and the Council's corporate objectives.
9.	To represent the council in negotiations with developers, agents and other third parties and to assist with the provision of timely and authoritative pre-application advice to ensure high quality design.
10.	To share responsibility with other members of the Planning Management Team for the corporate management of planning and individual responsibility for the management of the Development Management service, including effective performance management, on going improvement, risk assessments, equalities, safeguarding, data protection, records retention and deletion, freedom of information, health and safety and business continuity planning.
11.	Represent the service on internal and external working groups and provide support on wider corporate projects and specific cross service initiatives as directed by the Head of Planning and/or the Director. Together with the Planning Policy Manager to provide cover and deputise for the Head of Planning as required.
12.	To be aware of and ensure compliance with the Council's policies and procedures in connection with Health and Safety at work, information governance, financial procedures and safeguarding
13.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
14.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
15.	Any other duties that are commensurate with the level and grade of this post including carrying out frequent evening and weekend work.

## Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
<b>Qualifications and experience</b>			
Degree in town planning or degree in related subject plus a post graduate planning qualification recognised by the Royal Town Planning Institute (RTPI)	x		AP
Extensive experience of professional town planning work within the development management field, including complex and contentious planning applications	x		AP/AS/IN
Experience of preparing and giving evidence at committee meetings, planning hearings, Court and public inquiries	x		AP/IN
Experience of managing staff, functions, processes and budgets	x		AP/IN
<b>Knowledge</b>			
Thorough knowledge of Town Planning together with and excellent knowledge planning law, Government Guidance and national policy	x		AP/AS/IN
Knowledge of enforcement processes and procedures		x	AP/AS/IN
<b>Skills and abilities</b>			
Ability to work in an ordered and logical manner, being able to prioritise conflicting tasks and demands	x		AS/IN
Ability to manage and deal effectively with a high volume workload in a high pressure environment and in compliance with statutory and other deadlines	x		IN/AS
Ability to communicate effectively and deal tactfully with people in a range of circumstances	x		AP/AS/IN

Ability to converse at ease with members of the public and provide advice in accurate spoken and written English	x		IN
Ability to advocate for the council and the borough and negotiate and find solutions on complex matters	x		IN
Ability to manage, motivate and develop staff to deliver projects and cases on time and to a high standard	x		IN
<b>Other attributes</b>			
Acceptance that working outside of normal office hours such as evenings and weekends is part of this role	x		AP
Ability to drive and possession of a current UK driving licence to travel to multi-site locations	x		AP
Eligible for membership of RTPI Member of RTPI	x		AP
Member of RTPI/ RICS or similar		x	AP

**Assessment Criteria:**  
**AP) Application, (AS) Assessment, (IN) Interview**

## Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

<b>Collaborative</b>	<b>Open</b>	<b>Responsible</b>	<b>Excellent</b>
We <b>work</b> together to get things done	We <b>behave</b> with integrity & fairness	We <b>take</b> responsibility for our actions and decisions	We <b>perform</b> at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.