



JOB DESCRIPTION

Division:	Planning & Regeneration Services
Job Title:	Team Leader Development Management
Grade:	PO3
Post Number:	M272
Base/Location:	Council Offices, Southfields Road, Loughborough
Responsible To:	Group Leader Development Management
Responsible For:	All Staff in the Development Management Team
Key Relationships/ Liaison with:	Officers at all levels of the organisation and elected members. Clients, architects, surveyors, designers, the public, government agencies/statutory undertakers and other local authorities and consultees.

Job Purpose	
	<ul style="list-style-type: none"> To lead and manage a team of professional planning officers within the Development Management Team in the determination of all types of planning applications, including major development proposals. Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities	
1.	To manage a team of professional planning officers and planning assistants in accordance with adopted service standards and defined performance indicators, particularly ensuring that all qualitative and quantitative performance indicators relating to development management are met.
2.	Assist and, when applicable, deputise for the Group Leader Development Management including allocation of work and the signing of decisions as specified under the Scheme of Delegation and leading the Plans Committee and councillor training as required.

3.	<p>To manage a caseload of all types of applications but with specific responsibility for major, complex and potentially controversial proposals including:</p> <ol style="list-style-type: none"> a. Provide pre-application advice. b. Site inspection and surveys. c. Research. d. Consultation with stakeholders; including the public, statutory consultees and amenity and community organisations. e. Negotiations with applicants and professional agents including leading negotiations on complex Section 106 Agreements and planning Performance Agreements. f. Assisting Councillors, Town and Parish Councils and others to understand proposals. g. Preparation of reports on applications, including for committee, with recommendations based on national and local planning policies and guidance and professional judgement. h. Presentation of applications and related items at meetings of the Plans and Regulatory Committees.
4.	<p>To lead the team's work towards the timely determination of planning applications and appeals and prepare evidence and witness statements and appear as an expert witness for the Council at planning appeals, examinations in public, Public Inquiries and court hearings as required.</p>
5.	<p>Be responsible for maintaining the 'local validation list' and manage the effective, validation of planning applications to set performance criteria.</p>
6	<p>To monitor the performance of the Development Management Team ensuring work is carried out to a high standard and agreed performance levels.</p>
7.	<p>Assist the Head of Planning & Regeneration in the management of projects and the supervision of staff in undertaking complex and challenging assignments.</p>
8.	<p>Liaise with senior officers of other services regarding development possibilities on Council-owned land and other land.</p>
9.	<p>To promote the personal development of team members by providing supervision, guidance and assistance as necessary and identifying their training and development needs to ensure they have the skills needed to achieve agreed service related and corporate objectives.</p>
10.	<p>Contribute to the continuous improvement in the delivery of customer satisfaction ensuring all work is carried out to meet agreed expectations for customer service and defined performance indicators.</p>
11.	<p>Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.</p>

Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Date Prepared/Revised: March 2018



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	Essential	Desirable	How assessed
Qualifications			
Degree in Town and Country Planning.	✓		App/Doc
Membership of RTPI.	✓		App/Doc
Leadership qualification such as ILM Level 5 or recognised management qualification.		✓	App/Doc
Experience			
Substantial post qualification experience of development Management dealing with complex planning applications and appeals.	✓		App/Int
Experience of Public Inquiries and Committee presentations.	✓		App/Int
Staff management and development.	✓		App/Int
Experience of managing a validation and registration function in a local planning authority.		✓	App/Int
Skills/Knowledge			
Ability to analyse complex planning issues.	✓		App/Int
Clear understanding of current law and guidance relating to development management and building control.	✓		App/Int
Use of specialist planning software.	✓		App/Int

PERSON SPECIFICATION

	Essential	Desirable	How assessed
Interpersonal Skills			
Good oral and written communication skills.	✓		App/Int
Effective negotiation skills.	✓		Int
Presentation skills.		✓	Int
Management skills.		✓	Int
Other requirements			
Commitment to teamwork.	✓		App/Int
Self-motivated and well organised so that agreed deadlines are met.	✓		App/Int
Able to influence others.	✓		App/Int
Ability to work on own initiative.	✓		App/Int
Commitment to Customer Service and its improvement.	✓		App/Int
Mobility for travel around the Borough.	✓		Int
Willingness to work outside of normal office hours as required.	✓		Int
An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓		App/Int
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		App/Int

Key:

App = Application form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical questionnaire

Doc = Documentary evidence (e.g. certificates)

Prepared by: Head of Planning & Regeneration

Date Prepared/Revised: March 2018