

## Job Description

Service:	Development Management
Job title:	Planning Services Manager (Development Management)
Grade:	Grade I
Hours of work:	37
Responsible to:	Chief Operating Officer
Responsible for	
Direct reports:	5 Team Leaders
Indirect reports:	A wider department of c25 people
Budget:	Income of c£1.6million per annum and a revenue spend of c£1.4million

### Purpose of Post:

To positively lead and manage the Development Management Service - delivering the service in an efficient and effective manner and providing both quality services and achieving desired development outcomes

### Key Deliverables:

1. To effectively and appropriately develop and manage the Council's Area based Development Management teams (dealing with pre-application enquiries, applications and appeals), Planning Enforcement, Conservation & Environment and Planning Administration
2. To ensure that processes and procedures are effective and fit-for-purpose. You will understand what it means to have a productive department, and be able to act on evidence to create a culture of continuous improvement
3. To lead and manage the team in order to process applications, formulate recommendations and make decisions (in accordance with the scheme of delegation) in respect of all types of applications submitted to the Planning Authority.
4. To be responsible for the effective management of the allocated staff, financial and other resources. Your team will deliver to budget, maximise income and maximise the efficiency of what they do
5. To shape the structure of a DM service for the future – ensuring we attract and retain talented staff who will commit to a future working in Huntingdonshire
6. To co-ordinate and ensure the Service provides expert professional planning advice to the Council, Members, Town and Parish Councils and other external organisations.



7. To represent the Development Management Service to external organisations and to be the lead planning officer at the Council's Development Management Panel and the S.106 Advisory Group.

This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within HDC

<p><b>Knowledge and Qualifications</b></p>	<p>A Degree or Diploma in Planning          Membership of the Royal Town Planning Institute.          A management qualification (or evidence of recent managerial development)</p>
<p><b>Experience</b></p>	<p>Proven success in acting as case officer for major planning applications.          Proven success in leading a team of Development Management Officers, and able to show they can attract and retain a great team          Experience of leading, developing, supporting and empowering staff.          Gives guidance to a wide range of people and organisations on complex issues showing political sensitivity in the widest sense          Able to deal with complex negotiations, to manage conflict and provide innovative solutions</p>
<p><b>Skills and Abilities</b></p>	<p>Understand and interpret legislation, case law, and regulations          Gains confidence of others and be capable of influencing and persuading both orally and in writing.          Have highly effective presentation and communication skills, and be able to build relationships with Councillors, employees and the wider world.</p>

	Motivate staff in a changing environment, encouraging empowerment - and ensuring effective decision making happens at the right level in the team
<b>Decision Making and Impact on Others</b>	<p>Decisions impact across the whole team and other departments and, on occasion, will have an impact across the District</p> <p>Sets strategy affecting specific areas of the council.</p> <p>Can manage budgets, showing financial and commercial awareness and have the ability to perform effectively within a performance management framework</p>
<b>Communication with Internal and External Customers</b>	<p>Internal: Corporate Management Team, Service Managers, Planning and other staff, District Councillors</p> <p>External: Landowners, Developers, Agents, Residents, County Councillors, Town and Parish Councils, Other agencies and organisations</p> <p>Internal customer contact __50%</p> <p>External customer contact __50%</p>
<b>Personal Attributes and Other Requirements</b>	<p>Willing to travel and occasionally work unsocial hours</p> <p>Be a good team worker demonstrating loyalty and commitment to the organisation and team members.</p> <p>You will be able to demonstrate how you deliver and adhere to our values</p>
<b>HDC values</b>	<p><b>Inspiring:</b> We have genuine pride and passion for public service; doing the best we can for customers matters to us all.</p> <p><b>Collaborative:</b> We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p><b>Accountable:</b> We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p>

 <p>icare</p>	<p><b>Respectful:</b> We respect people's differences and are considerate to their needs.</p> <p><b>Enterprising:</b> We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>
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### **Safeguarding and promoting the welfare of children and young people/vulnerable adults**

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.