

Team Leader – Development Management



Job Description

Post	Development Management Team Leader	Department	Planning
Salary Grade	M4	Salary Range	£41,438 to £45,462
Hours	37	Location	Pippbrook
Reports to	Development Management Manager		
Responsible for	Senior Planning Officers, Planning Officers, Planning Assistants, Tree Officer, Historic Environment Officer		
Post Objective			
To be jointly responsible for the efficient day to day management of the Development Management Team ensuring applications, appeals and all related work is processed in a timely manner in accordance with corporate and national standards.			
Main Duties			
To support the Development Management Manager in providing a high quality and professional Development Management service to all customers in a timely manner.			
To jointly lead the Development Management Team, dealing with all matters relating to the consideration of planning and related applications, pre-application advice, appeals, planning enquiries and all related work.			
To manage the day to day workload of the Development Management Team promoting efficient and effective decision making in relation to the Council's planning policies, service quality standards, customer care objectives and key performance indicators.			
With the Development Manager and Enforcement Team Leader, foster a one-team approach with the planners delivering the enforcement service.			
To scrutinise reports and compile agendas for monthly Development Management Committee meetings and to regularly attend such meetings to advise Members.			
To scrutinise Officer reports and recommendations and make delegated decisions for planning and related applications ensuring consistency and high professional standards are met.			
To scrutinise appeal submissions to ensure Council decisions are defended appropriately.			
To process challenging, complex and difficult applications where appropriate.			
To ensure all staff are fully trained and kept up to date with changing legislation, processes and practices and best practice. To mentor junior staff and assist with their training.			

To assist with Member training.

To attend occasional Parish Council meetings, public and other meetings when appropriate.

To deputise for the Development Management Manager as appropriate.

To be aware of the Council's policy on Risk Management and to escalate any new, emerging or potential risks to the post holder's line manager.

Carry out such duties as may be required by your manager as appropriate to the post.

To ensure that all necessary data is provided in an accurate, reliable and timely manner, and is fit for purpose in accordance with the Council's Data Quality Policy.

Health and Safety – to work in accordance with the Council's commitment to provide a healthy and safe working environment including the promotion and implementation of health and safety policies and procedures.

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Person Specification

	Essential
Experience and Knowledge	<p>Considerable previous experience in a development management environment preferably in different local authorities.</p> <p>Experience of working under pressure to deadlines.</p> <p>Experience of presenting at Planning Committees</p> <p>Experience of working in a customer-facing environment.</p> <p>An impressive CPD record.</p>
Education and Qualifications	<p>Full Member of the Royal Town Planning Institute.</p> <p>Post graduate planning qualification or degree in Town and Country Planning.</p>
Skills	<p>Have a positive attitude and be able to successfully jointly manage a demanding departmental workload within various set timeframes.</p> <p>Able to lead by example and motivate team members to achieve timely throughput of work and a high standard of work in a professional environment.</p> <p>Good inter-personal skills to foster effective relationships both within and outside the Council including advising elected members and Committees.</p> <p>A good understanding of performance management.</p> <p>Ability to see the whole picture and having an eye for detail.</p> <p>Computer literate and experience in the use of a planning database, GIS and Microsoft Works.</p> <p>Ability to mentor and develop junior members of staff.</p>
	<p>Has the confidence to lead, make decisions, find solutions to challenges and work independently with minimal supervision.</p> <p>A flexible approach to changing work demands.</p>

Special Aptitudes	<p>Committed to turning the Council's policies and objectives into reality.</p> <p>Committed to providing a high quality professional and courteous service.</p>
Job Requirements	<p>Must hold a current driving licence and have a vehicle for use at all times for Council business.</p> <p>Be available to attend meetings of the Development Control Committee.</p>

Employee Signature		Date	
Manager's Signature		Date	
Job Description Template updated Jan 2018			