

## **Job Description**

Job Title: Area Team Manager  
Service: Development Management  
Grade: 41 (scp 43-45)  
Responsible to: Head of Development Management

### **Purpose of the Role**

To provide effective management and lead a team(s) of officers within the Development management service including responsibility for staff performance management.

To act as case officer for corporately important major projects to drive the Development Management function within the Council.

To deputise for the Head of Development Management and cover for the Planning Support Manager as required.

### **Key Duties and Responsibilities**

- Team management including workload allocation and managing performance to ensure individual and teams work effectively and local and service performance indicators are met.
- Responsible to ensure all advice, recommendations and decisions (both as an individual and of team) comply with all relevant regulations and legislation, and appropriately consider representations from individuals and groups.
- Take an active role as part of the Development Management service management team including participating/contributing to long term strategic decisions and policy making.
- Responding to media enquiries in accordance with advice and support from the Comms team and as agreed with Head of Service.
- Acting as Safeguarding ambassador
- Provide definitive expert development management advice on complex technical planning, design, development viability, environmental, conservation and other planning-related matters.
- Undertaking case officer role and making recommendations on major and corporately important application proposals, including: giving pre-application advice; examining and evaluating application proposals; carrying out appropriate consultations; negotiating improvements; considering relevant legislation, local and national policy implications; considering responses and objections in relation to S106 and CIL; making recommendations and reporting to the appropriate Committee of the Council; and, to attend Parish/Town Councils and public meetings as required.
- Assist the Head of Dev Management in the preparation of the Planning Committee agenda.

- Attend Planning Committee to present reports, provide advice and act as primary source of planning advice in Head of Development Management's absence.
- Provide specialist advice and act as expert witness at planning appeals, hearings and Public Inquiries, including in relation to Judicial Review, informal and public enquiries and compulsory purchase matters.
- Making and signing decisions in accordance with the Delegation Scheme for Determining Planning Applications and related Planning Matters (including listed building applications; implications for CIL, enforcement and habitat regulations and other relevant permission matters)
- Working closely with Members, other Services and external agencies to give advice and information.

### **Key Success and Behavioural Factors**

Team Managers demonstrate best practice and drive professional innovation and change through thoroughly considering the implications of decisions. They lead and coach other team members and strive for continual improvement in all areas of service delivery including through confident and open communication with our community, customers and teams.

All decisions, advice and responses are in accordance with legislation, regulations and have appropriately considered representations from individuals and groups.

Individual, local and service level performance indicators are met or exceeded.

Policy goals are effectively delivered.

The Council is successfully able to defend decision at appeal or judicial review.

## Person Specification Summary

	Essential	Desirable
<b>Qualifications</b>	<p>Post Graduate Level Town Planning Qualification.</p> <p>Corporate Membership of the Royal Town Planning Institute.</p>	<p>Management qualification to NVQ level 4 or equivalent.</p>
<b>Experience</b>	<p>Extensive and broad experience of the development management function including in a Local Planning Authority (min. 3 years post post-graduate).</p> <p>Project management of complex multi-agency teams over large scale long term projects.</p>	<p>Experience in other aspects of town and country planning (e.g. local plan preparation).</p> <p>Experience of leading and managing a team.</p>
<b>Knowledge</b>	<p>Thorough knowledge, and skills in the application, of relevant legislation.</p> <p>Understanding and application of both large scale urban design and detailed building design matters.</p>	
<b>Skills, Abilities &amp; Aptitude</b>	<p>Excellent presentation and public speaking skills.</p> <p>High level of literacy and report writing skills.</p> <p>Team management and leadership skills and the ability to successfully lead and manage a team.</p> <p>Change Management.</p> <p>Communication and negotiation skills, including the ability to relate well to professional and non-professional people.</p> <p>Political and media awareness.</p> <p>High level of Problem-solving skills.</p> <p>Strong analytical skills. Ability to review, understand and absorb complex technical and numerical information.</p>	

	<p>Well organised - able to manager the team's large caseload within defined timescales.</p> <p>Able to deal with multiple workstreams concurrently including acting as case officer where necessary alongside management functions.</p> <p>Good motivational qualities.</p>	
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This job description document is designed for guidance only, it is not exhaustive and is subject to change as per the needs of the organisation.

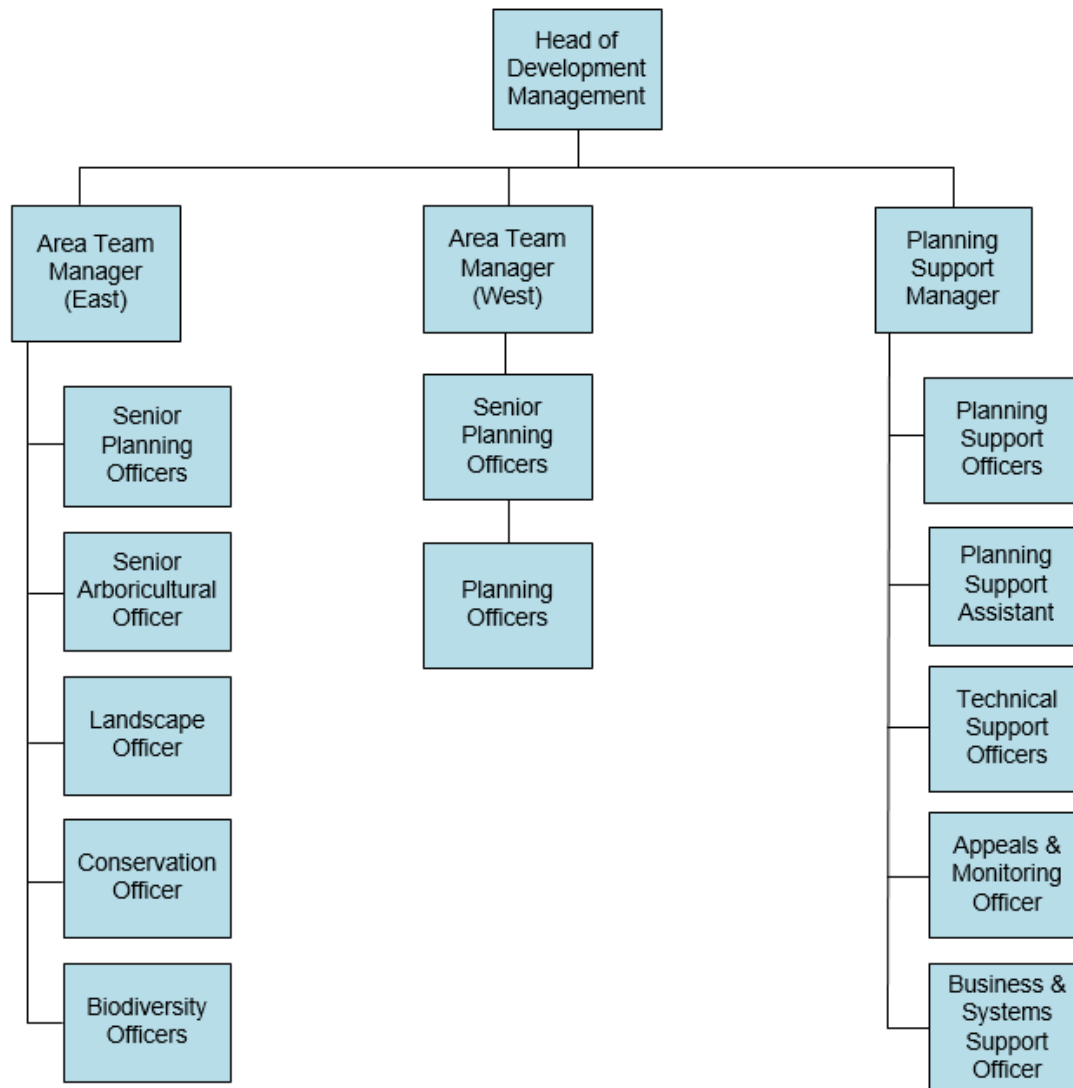
The post-holder is also required to undertake any other duties as considered reasonable and relevant to the grade and overall scope of this post.

### **Scope for Impact**

We are a public face to the Council. Good customer services are important for the good image and reputation of the Council.

The post has a major long-lasting impact on the natural and built environment (including architectural quality and community benefits) of the District; on the local economy and housing prospects for residents; and on relationships between the Council and the public. The post-holder is responsible for ensuring that the statutory protection afforded to listed buildings, conservation areas and protected wildlife sites are given due weight in planning decisions.

## Organisation Chart



## Contacts

The post-holder will have contact with the following:

- Teignbridge Elected Members to provide advice and ensure they fully understand L.A. obligations.
- Parish and Town Councils and Members of the public to clearly explain proposals; to enable their participation in the process; and provide advice.
- External Consultees including members of the public and external customers to understand their needs, to communicate and negotiate to ensure quality deliverable development.
- Land owners, developers, architects, specialist advisors and other agents.
- Other Council employees at all levels including Spatial Planning, Economy and Assets, Housing: to develop policies and frameworks; to provide advice,

guidance and support in relation to assets owned/managed by TDC; in relation to development proposals; to deliver new housing for the community.

- Partner authorities.
- Government and other agencies including the planning Inspectorate to defend decisions made by TDC, to minimise costs awarded against TDC and to secure quality development.

### **Special Notes and Conditions**

This post carries an essential user's car allowance.