

 St Albans City & District Council	Job Description and Person Specification	
Job Title:	Deputy Team Leader (Strategic Sites)	
Post Number	P2260	JE Ref:
Grade:	PO2	
Other Payments:	Essential Car User	
Job Family	Principal Officer - Team	
Directorate:	Community and Place Delivery	
Progression:	Progression through the grade is dependent on performance against delivery targets, value and behaviours	
Hours per week:	37	
Accountable to:	Strategic Sites Team Leader	
Date created/ reviewed:	May 2024, updated June 2025	

JOB DESCRIPTION FOR DEPUTY TEAM LEADER

Job Purpose

To support the Council in delivering strategic scale development using master planning principles with a focus on sustainable implementation and delivery in the medium to long term. The post holder will contribute to the management of the Development Management Service with overall management responsibility and coordination of strategic applications. This will include integration of work involving both Development Management and Planning Policy. The post holder will be responsible for the negotiation and management of strategic sites which are subject to Planning Performance Agreements, these contribute significantly to the service income targets. This will include having oversight of all strategic site work that is ongoing. This will involve the post holder giving detailed professional advice, guidance, interpretation and evaluation on all aspects of the work area to meet statutory targets, legislation and service requirements. This is an important and critical role, contributing to the delivery of corporate priorities.

Accountabilities

1. To provide a high level of professional advice, guidance, interpretation and evaluation which meets statutory planning service requirements, Planning

Performance Agreement standards and contributes to the formulation of policy development.
2. To lead and manage and oversee the consideration of and negotiation of strategic major planning applications including social, economic and environmental impacts using specialist urban design expertise to secure sustainable development in line with Corporate Plan objectives including supporting the Council's response to the Climate emergency. This will include providing professional expertise with Planning (Public) Inquiries as required, negotiation of significant financial mitigation using s106 agreements and attending and presenting complex major planning proposals to the Planning (Development Management) Committee.
3. Keep up to date with good practice and changes to legislation to inform the consideration of planning matters and assist in the interpretation of complex government policy and legislation and ensure this is consistent across officers managing strategic major applications.
4. Lead on establishing a professional and entrepreneurial approach to the management of strategic project work to optimise fee income and make the most efficient use of resources.
5. Work collaboratively with colleagues and partners to support and deliver the Council's corporate vision, strategic objectives and agreed priorities to ensure the long-term improvement and sustainable development.
6. Ensure planning decisions are transparent, consistent and robust through clear communication, evaluation and interpretation of national and local policy and seek to reduce appeal work through a proactive development management approach.
7. To provide managerial assistance to the Planning Team Leaders in delivering a high performing development management service; this could include signing off planning applications, as required and contributing as a senior member of the team.
8. To support, guide and assist team members to deliver their work, resolve problems, project manage and procure additional skills and resources where required. To work closely with the Service Manager for Development Management to ensure that the Strategic Applications team is appropriately resourced and staffed to meet service demands including assisting with recruitment, addressing performance issues and liaising with HR as necessary.

Demands

Physical

The post holder will be required to make site visits. Site visits will include visiting construction sites, derelict land and buildings, open countryside and farmland. The post holder will need to be capable of walking around these on uneven and rough ground. Site visits such as this will take place throughout the year, approximately once a week on average. There may also be some climbing of ladders and stiles, descending into trenches or crouching down to inspect foundations, ground conditions, waterways, archaeological and historic structures. These activities will be less frequent, possibly once or twice a month, however when these arise the post holder will not be able to delegate and will need to attend site.

Digital and IT skills

High level of competence in a range of IT applications and online tools

Mental

The postholder will be required to constantly juggle conflicting priorities with a particular emphasis on meeting the differing needs of officers, councillors and the public. Evening working will be required through committee and public meetings. To ensure deadlines are met, the post holder will need to remain focused, productive and calm in a fast moving and busy environment.

Aptitude

The post holder will be in constant contact with the public who may be unhappy or disappointed with the work and decisions of the planning department and Members, which may lead them to being verbally aggressive. The post holder must be an effective communicator, able to remain calm and diffuse high emotions.

Possess the ability to respond positively to and contribute to change and work co-operatively across the Council and with external partners and stakeholders

Working Conditions

For the main part the Post Holder will be able to schedule site visits to avoid bad weather; however there will be occasional instances when site visits will need to be made when the weather is poor.

Other Employment Requirements

The job holder will be required to attend evening meetings as and when required.

This job is suitable for some regular home working.

The post holder must have access to a motor vehicle with appropriate business insurance and a full driving licence.

Basic disclosure check required.

As the demands on Local Government are changing, you will need to show that you are adaptable in your approach to accepting new work, challenges and ways of working.

To be available to assist with departmental responsibilities in accordance with the corporate Emergency Planning and Business Continuity arrangements

Method of Assessment Codes

A	Application Form	T	Tests (online / at interview)	R	Reference	D	Documentary Evidence	I	Interview	O	Other
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ROLE SPECIFIC PERSON SPECIFICATION - PRINCIPAL PLANNING OFFICER				
Criteria		Essential	Desirable	Assessment
Values and Behaviours				
	We are Customer Driven	X		I, T, R
	We Care	X		I, T, R
	We are Confident	X		I, T, R
	We Work Together	X		I, T, R
	We are Trusted	X		I, T, R
Qualifications				
Q1	Degree or Masters level qualification in Town Planning	X		A, D
Q2	Chartered or professional Membership of the RTPI – or eligible to apply under experienced practitioner route.	X		A, D
Q3	Evidence of continuous professional development	X		A, D
Q4	Urban design, historic environment or regeneration qualification		X	A, D
Knowledge				
K1	Knowledge of the development management process, to include statutory legislation, regulations, instruments, policy, guidance and case law and how this can be applied to the determination of planning applications.	X		A, T, R
K2	Experience of presenting planning applications etc to Development Management Committee and other forums.		X	A, T, R
K3	Knowledge of urban design	X		A, T, R
K4	Knowledge and experience of how the development management process interacts with plan making process.	X		A, T, R

K5	Knowledge and understanding of project working including procurement and contract management	X		A, T, R
K6	Understanding of health and safety issues relevant to work area	X		A, T, R
K7	Knowledge of development viability and financial appraisal	X		A, T, R
Experience				
E1	Significant post qualification planning experience in the public or private sector with extensive experience of dealing with complex and challenging planning issues	X		A, I, T
E2	Proven experience of managing large scale development projects – from either the developer or local authority perspective	X		A, I, T
E3	Writing reports with coherent and logical arguments and presenting reports to Planning Committees	X		A, I, T
E4	Prior experience of providing professional planning advice to a range of stakeholders, including professionals.	X		A, I, T
E5	Significant experience or a deep understanding of the processing of applications of a large scale and/or complex nature, including defending planning decisions at appeal Hearings and Public Inquiries.	X		A, I, T
E6	Experience of presenting planning applications etc to Development Management Committee and other forums.	X		A, I, T
E7	Using interpersonal skills to develop positive relations with stakeholders (e.g. customers and colleagues) and capable of proactively dealing with and resolving issues at an early stage.	X		A, I, T
E8	Experience of undertaking research and delivery of complex policy and projects.	X		A, I, T
E9	Experience of project management and delivery including managing internal and external specialists	X		A, I, T

E10	Previous managerial experience		X	A, I, T
E11	Demonstrable high level of literacy and analytical skills	X		A, I, T
E12	Able to work as part of a wider planning leadership team to inform positive change and provide guidance and support where needed.	X		A, I, T
E13	Able to identify and appoint additional resources such as specialist consultants to assist in the processing of applications and planning appeals.	X		
E14	Ability to manage resources effectively to ensure that service delivery targets are met and to budget.	X		A, I, T
E15	Prior experience of providing professional planning advice within a Local Authority context		X	A, I, T
E16	Able to direct, motivate and support team members and colleagues in order to ensure robust decision making and service targets are met.		X	A, I, T
E17	Successfully developing, motivating and coaching of staff		X	A, I, T
E18	Experience of urban design and regeneration		X	A, I, T
E19	Experience of development viability and financial appraisal		X	A, I, T

For further information on the scope of accountabilities when working at this level please see the generic job description/person specification here on our website [here](#)