

JOB PROFILE

Directorate:	Customer Experience
Service Area:	Planning and Growth
Job Title:	Team Leader Development Management
Grade:	PO4
Post Number:	M272
Base/Location:	Southfields Office, 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

- To lead and manage a team of professional planning officers in the determination of all types of planning application.
- To be manage the timely preparation of reports for the Plans Committee Agenda including ensuring their accuracy, consistency, and readability.
- 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 planning officers and support staff to determine planning applications 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 leading the Plans Committee and member training.
3.	Manage the allocation of casework, consider, and sign off planning decisions as specified under the Scheme of Delegation.
4.	To manage the process and determination of all types of planning applications, appeals and pre-application enquiries in the Development Management Team within set performance indicators.

5.	Lead and take specific responsibility for progressing major, complex potentially controversial development proposals and those of Borough-wide significance including through pre-application discussions and the negotiation of bespoke Planning Performance Agreements.
6.	Lead staff in their management of appeals casework and prepare instructions to legal counsel as required.
7.	Lead and manage staff in the process of registering planning applications to service standards to ensure the effective and timely determination of applications within statutory performance indicators.
8.	To ensure the performance of the Development Management Team is monitored and carried out to a high standard and agreed performance levels while providing excellent customer service.
9.	Manage Corporate and Service specific projects allocated to you by the Head of Planning and Growth or Group Leader Development Management including the coordination and supervision of staff and other resources and reporting directly to corporate Project Boards as necessary.
10.	Liaise with senior officers of other services regarding development possibilities on Council-owned land and other land.
11.	Liaise with and assist the Planning Enforcement team in the conduct of investigations and preparation of cases for enforcement action.
12.	Ensure the personal development of team members by providing supervision, guidance, and assistance as necessary and identifying their training and development needs so they have the skills needed to achieve agreed service related and corporate objectives.
13.	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.
15.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- The postholder will be required to undertake such other duties commensurate with the grade, and / or hours of work, as may be reasonably be required.

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.

Prepared by: Head of Planning and Growth

Date: March 2024

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	Essential	Desirable
<u>Qualifications</u>		
Degree in Town and Country Planning.	✓	
Membership of RTPI.	✓	
Leadership qualification such as ILM Level 5 or a recognised management qualification.		✓
<u>Experience</u>		
Substantial post qualification experience of Development Management dealing with complex planning applications and appeals.	✓	
Experience of Public Inquiries and Committee presentations.	✓	
Experience of managing and developing staff.	✓	
Experience of managing a validation and registration function in a local planning authority.		✓
<u>Skills / Knowledge</u>		
Ability to analyse complex planning issues.	✓	
Clear understanding of current law and guidance relating to development management and building control.	✓	
The understanding and ability to use specialist planning software.	✓	
Ability to communicate effectively, both written and orally with a wide audience which includes elected members, external organisations, and members of the public.	✓	
The ability to converse at ease with customers and provide advice in understandable spoken English is a requirement of the	✓	

post.		
<u>Interpersonal Skills</u>		
Effective negotiation skills.	✓	
Friendly, approachable with a communicative attitude.	✓	
Excellent presentation skills.	✓	
<u>Other requirements</u>		
Ability to contribute effectively and committed to different forms of team working.	✓	
To be proactive and able to operate with minimum supervision, using own initiative whilst being enthusiastic and self-motivated to ensure deadlines are met.	✓	
Positive approach and commitment to Customer service along with its improvement and the promotion of good practice.	✓	
To have a positive attitude to customers and staff which are is consistent with the Council's customer care and equalities policies.	✓	
Ability to be mobile throughout the Borough.	✓	
An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓	
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.	✓	

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