



Job Description

Job title	Principal Development Management Planning Officer	Hours	37 hours <i>Flexible working options are available, including job share</i>
Department	Planning	Salary	SK17 to SK20 (£46,548- £52,119 per annum)
Location	Council Offices, The Picture House, St Catherine's Road, Grantham, with potential for mix of home and office-based working	Contract	Permanent

Main Job Purpose

This is a key role in the delivery of the Council's strategic corporate priorities. Working for us you will have the opportunity to make a real difference for our residents, securing 'Growth' with new homes and regenerating the town centres, reducing inequality and offering value for money. You will have plenty of opportunities to demonstrate your leadership and planning skills and experience to deliver a high standard of work and help to deliver the corporate priorities of the Council. This role will have additional responsibility for undertaking special projects within the Planning service to help improve systems and performance.

In this role you will:

- Effectively manage and supervise a team of Development Management officers such as a Senior Planner, Planning Officer and / or Assistant Planners officers in the delivery of high quality, efficient and customer focused Development Management services.
- Be responsible for the determination and delivery of major planning applications and strategic sites within the District.
- Be responsible for the delivery of key projects which further or secure the ongoing enhancement and delivery of the Development Management services.
- Support the Development Management Manager in the leadership and running of the Development Management section ensuring key targets, and projects are met on time.
- Carry out one to one's and promote the development of key members of your ensuring that there is succession planning with in your team through coaching and giving opportunities to grow and develop
- Deputise for the Development Management Manager as required.

This role is politically restricted.

Main Statement of Responsibilities



You will be a key member of the Planning management team, leading by example and implementing a positive culture in accordance with the Council's Values and Behaviours as set below.

As well as working towards delivering the highest possible standard of work you will:

- Support, manage and develop your team members to deliver a high quality service and embrace the culture and values of the council;
- Support the processing and determination of planning and other applications within the area of responsibility, including delivery of own caseload;
- Provide pre-application advice to prospective applications for all development schemes;
- Ensure preparation and presentation of reports are delivered in a timely manner and in accordance with the Council's policies and procedures;
- Represent the Council at Informal Hearings and Public Inquiries;
- Manage negotiations on legal issues in connection with all relevant Development Management activities including the negotiation of planning obligations;
- Manage effective and constructive negotiations on all planning matters;
- Represent the Council at public meetings and events (including presenting) in relation to planning matters or Corporate projects (as appropriate);
- Deal with customer enquiries and complaints
- Lead by example and encourage your team to lead or contribute to corporate projects to deliver priority outcomes.
- Identify and introduce best practice ways of working to drive performance up to agreed standards in a cost effective way.
- Provide or make available professional/technical support to the Assistant Director of Planning, Members as appropriate and the wider Council.
- Work collaboratively across the council with other managers and senior managers in order to deliver business objectives;
- Other Duties requested by the Development Management Manager or Assistant Director of Planning in line with the grading of this post

Core values

Our vision is to "be the best district in which to live, work, and visit." To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council's operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident's trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.



- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification

Relevant Experience, Skills and Knowledge

Essential

- Ability to manage people and resources to ensure priority outcomes are delivered.
- Demonstrate a broad knowledge of the significant challenges, complexities and initiatives facing local government.
- Manage change in a positive and resilient way.
- Constructively challenge and offer solutions.
- Takes ownership and responsibility.
- Seeks feedback and acts upon it.
- Creates a positive impact to influence situations.



- Able to use GIS information.
- Confident with analysis of statistics.
- Experience leading a professional section in a local government environment or multifunctional commercial organisation
- Extensive development management and implementation experience
- Experience of managing and monitoring budgets
- Managing contracts or service level agreements to ensure objectives are met
- A leader who can inspire by being energetic, determined, positive, decisive and resilient.
- Willing to embrace and tackle difficult issues, including under performance
- Resilient, tenacious and able to handle pressure positively.
- Willing to work unsocial hours including evenings and weekends if required.

Relevant Qualifications

Essential

- Educated to degree level or equivalent work experience
- Chartered Town Planner
- Current Driving licences or ability to make suitable alternative arrangements

Desirable

- Management qualification

Communication and Interpersonal Skills

Essential

- Able to work with others to get the job done well, building relationships with Councillors, colleagues and customers.
- Communicates effectively (written, oral and presentations) to differing audiences.
- The ability to deal with complex negotiations and conflict situations and to apply political sensitivity.
- Customer focussed approach with a drive for continuous improvement