

## Job Description and Person Specification

**Post Title:** Development Services Team Leader  
**Reports to:** Development Services  
**Scale:** 7  
**Politically Restricted:** Yes

### Overall Purpose

1. To determine applications in accordance with development plan policy unless material planning considerations dictate otherwise.
2. To lead and support the Development Services Team under the guidance of the Development Services and Enforcement Manager; to include ensuring that all aspects of the service and performance are constantly kept under review and improved.
3. Manage the workload of the teams and specialists to ensure the effective processing of planning and other applications, and all other customer demands on the service.
4. Responding to planning enquiries.

### Key Roles, Tasks and Responsibilities

1. To lead and proactively manage the Development Services Team under the guidance of the Development Services and Enforcement Manager by motivating the Team, providing clarity of purpose and expectations to the Team and providing support and advice to the Team on the processing of planning and other applications.
2. To ensure that all aspects of the development management process and performance are constantly kept under review and improved using a customer focused approach under the guidance of the Development Services Manager. To ensure that the Team responds appropriately to demand and performs effectively and efficiently and responds to events and workloads as appropriate. Monitoring and discussing performance regularly and frequently with the Team and with individual members when appropriate and assisting the Team to remove obstacles to delivery of outcomes.
3. To directly line manage Senior Planning Officers and Planning Officers
4. To deputise for the Development Services Manager as required.
5. To actively contribute to the development of strategies for service improvements and service development.

6. Reviewing recommendations made on planning and other applications by the Team as necessary, including committee reports.
7. To take the lead role in ensuring the timely preparation of reports and documentation for the Planning Committee agenda, organisation of Planning Committee site visits and other aspects of the Committee process and taking a lead role in presenting at Planning Committee.
8. To maintain an up-to-date knowledge of new legislation and local and national policy and issues relevant to the development management function.
9. To provide advice to customers on all general planning matters.
10. Processing and making delegated decisions and recommendations to Planning Committee on planning applications and other applications. This will include:
  - a) Completing certain stages of the application process including validation correctly in accordance with statutory requirements.
  - b) Undertaking consultations in accordance with statutory and local requirements.
  - c) Carrying out timely site inspections.
  - d) Negotiating and communicating with applicants, agents and consultees.
  - e) Advising members of the public, parish councils and District Councillors.
  - f) Assessing proposals against their conformity with national and local planning policies and guidance and all other material considerations (including representations made by consultees)
  - g) Preparing reports and making recommendations to Planning Committee.
  - h) Attending Planning Committee site visits and presenting applications at Committee.
  - i) Issuing decision notices in accordance with the statutory and other procedures of the department including incorporating conditions and reasons for refusal.
11. Carrying out all tasks associated with the processing of planning appeals including completion of questionnaires, preparing appeal statements and evidence, dealing with applications for costs awards, working with legal representatives.

12. Representing the council as a witness at Informal Hearings
13. Attendance and if possible being a witness at Public Inquiries.
14. The making of Tree Preservation Orders.
15. Liaise with other departments of the Authority and outside agencies/bodies as and when required.
16. To undertake work as part of the broader Planning Service.
17. Attendance at designated training sessions as necessary, which may be out of normal working hours and/or at other establishments as may be required.
18. To ensure that robust, effective safe working arrangements and procedures, including lone worker are adhered to by staff at all times.
19. Any other duties as maybe required by the Development Services and Enforcement Manager.

### **Post Characteristics**

#### **Allowances:**

Essential car user

Payment of professional fees.

**On call/emergency situations:** No

**Security/safeguarding checks:** None

### **Health and Safety Responsibilities**

1. Health and safety responsibility is inherent in the managerial role and the responsibilities for health and safety are no different from the requirements of other management activities.
2. To be familiar with and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.
3. To be responsible for the effective implementation of the Council's health and safety policies and procedures with their services. To ensure that robust and effective safe working arrangements are in place and adhered to by all staff at all times.
4. To ensure that all accidents, incidents and near misses are properly reported and investigated.
5. To report any corporate or significant H&S issues to the Corporate Health and Safety Adviser.

## **Emergency Planning/Response Responsibilities**

To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

## **Person Specification**

### **Knowledge**

#### **Essential:**

An extensive knowledge of current planning legislation and statutory regulations. (2, 3, 4\*)

Clear and demonstrable understanding of the concept of development management and enabling good development (2, 3, 4\*).

Understanding of the way that planning relates to the wider aspirations of service delivery and achieving the delivery of the Council's wider aspirations (2, 3, 4\*).

### **Experience**

#### **Essential:**

Proven and successful track record of supporting staff and being a positive role model (3, 4\*)

Experience in, and an effective understanding of the issues involved in delivery of excellent front line customer services (3, 4\*).

Recent track record of processing a wide range of planning applications, including large scale major commercial and residential developments (3, 4\*).

Experience of working with and engaging Members in the planning process (3, 4\*).

Experience of appearing as an expert planning witness at a Planning Informal Hearing and/or Public Inquiry (3, 4\*).

#### **Desirable:**

Experience of managing staff (3, 4\*).

### **Skills/Abilities**

#### **Essential:**

Flexible and adaptable approach to doing what is necessary to deliver an effective and efficient development management service (3, 4\*).

Well-motivated and takes pride in delivering high quality services and evidence of a genuine commitment to customer service excellence (3, 4\*).

Able to support the Development Services and Enforcement Manager and take a positive lead to the development of strategies for service improvements and service development (3, 4\*).

High and proven interpersonal skills (2, 3, 4\*).

High and proven written, verbal and presentational skills (3, 4\*).

High and demonstrable analytical, problem solving and creative skills with a high level of accuracy and attention to detail (2, 3, 4\*).

Developed skills in negotiation and persuasion (3, 4\*).

Ability to work to deadlines (3, 4\*).

Ability to work under pressure (3, 4\*).

Urban design skills (3, 4\*)

High level of competence in office systems – Excel, Word, Outlook & Power point (3, 4\*).

### **Qualifications/Training**

#### **Essential:**

Town and Country Planning degree or equivalent (3, 5\*)

Evidence of continuing professional development (3, 4, 5\*).

#### **Desirable:**

Corporate Membership of the Royal Town Planning Institute (3, 5\*)

### **Other**

#### **Essential:**

Team player – cooperative, flexible and adding value (3, 4\*).

Committed to continuous improvement in quality, timeliness and productivity (3, 4\*)

Full driving licence and use of a car for business purposes (3, 5\*).

Ability to undertake site visits (3, 4\*).

Ability to attend evening meetings (3, 4\*).

#### Method of assessment\*

1. Test prior to shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence

### **Job Description and Person Specification details:**

Reviewed by: Development Services and Enforcement Manager

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