

<b>Designation:</b>	<b>Majors and Environment Team Manager</b>
<b>Grade:</b>	<b>Stroud Grade 8</b>
<b>Hours:</b>	<b>37 hours per week</b>
<b>Location:</b>	<b>Planning Service</b>
<b>Job Purpose:</b>	<b>To lead the Major Applications and Environmental Team and have responsibility for the management and administration of all planning appeals</b>
<b>Responsible to:</b>	<b>Head of Planning Service</b>
<b>Responsible for:</b>	<b>Direct line management of the Principal and Specialist officers in the team and management of team as a whole</b>

## KEY DUTIES

- To be responsible for the delivery of a high quality, professional and efficient development management service for major planning applications, associated pre-application enquiries and EIA screening and scoping opinions
- To ensure that all major and related applications/enquiries are dealt with within Government targets and/or targets set by the Authority, while ensuring an excellent standard and quality of output and customer service
- To be case officer for the larger and most complex major planning applications.
- To manage the appeal administration process for the Planning Service, co-ordinating appeal statements from officers and ensuring that submission dates are met
- To manage the performance of the team in order to meet identified targets, including target income from pre-application advice services, carry out quarterly recorded 1:2:1's with principal and specialist officers and the Planning Appeals Co-ordinator and hold regular monthly team meetings
- To provide and present bimonthly monitoring reports on performance to the Planning Service Manager
- To keep up to date with and provide leadership, guidance and technical advice on planning legislation, policy and regulations to the team and to the wider service
- To attend Committee and Member site panel meetings to provide professional planning advice
- To attend meetings with outside bodies such as Town and Parish Council's and statutory consultees
- To deal with all queries and complaints relating to the team's functions
- To prepare appeal statements, submissions and Proofs of Evidence and represent the Council's case at appeal Hearings and as Expert Witness at Public Inquiries
- To be part of the Senior Officer Delegated Panel to assist in the determination of planning applications delegated to the Planning Service Manager
- To contribute to the wider management of the planning service
- To contribute to the preparation of local plan policies as part of the local plan review process.

- To manage annual leave, flexitime and sickness in the team
- To take on other appropriate duties when required by the Planning Service Manager

## SKILLS AND KNOWLEDGE

- Member of the RTP1
- Experience of staff management or supervision
- Relevant management qualification or willingness to work towards one
- Excellent understanding and appreciation of Local and National Planning Policy, regulations and guidance.
- Excellent written and verbal communication skills
- Excellent IT skills, including use of MS Office software and Document Management systems
- Ability to manage own time and workload
- Flexibility in approach
- Good team worker and demonstration of leadership
- Ability to innovate, research and problem solve
- Ability to undertake work of a range of advanced activities
- Committed to providing excellent customer service
- Significant experience in dealing with complex planning and other types of applications.

## COMPLEXITY AND CREATIVITY

- Honest and appropriate dealings with members of the team
- The level and complexity of planning applications being considered by the post holder will require an excellent understanding of planning legislation and case law, ability to apply the planning balance and an ability to consider imaginative solutions
- Respond promptly and politely to queries and complaints
- Fostering a culture of excellence, collaboration and positive enthusiasm within the team
- Diplomacy
- The ability to show initiative and implement improvements to administrative practices

## JUDGEMENT AND DECISIONS

- Required to exercise discretion in a range of areas where advice is not normally available and policies and procedures provide only general guidelines
- Responsible for making judgements on planning and other related applications in compliance with regulations and planning policy
- To apply logic, reason and consistency to decision making

## CONTACTS

- Members of the Council

- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public
- Applicants and Agents
- Town and Parish Councils

## RESOURCES

- Responsibility for financial resources and to deputise with responsibility for department budget.

## TRAVEL DESIGNATION

- HMRC Mileage rates

## GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*