

Designation:	Development Team Manager
Grade:	Stroud 8
Hours:	37 hours per week
Location:	Ebley Mill
Job Purpose:	To lead the Development Management and Enforcement teams.
Responsible to:	Head of Planning Services
Responsible for:	Direct management of Principal Planning Officers, Senior Enforcement Officer and Planning Support Team Leader. Supervision of all other Development Management staff

KEY DUTIES

- To manage and lead the Development Management Area and Enforcement teams, ensuring high quality service delivery and performance
- To be responsible for the processing and determination within statutory time frames of all planning and related applications assigned to the planning management area teams under the Council's scheme of delegation for planning applications
- To be part of the Senior Officer Delegated Panel to assist in the determination of planning applications delegated to the Planning Service Manager
- To be responsible for the issuing of timely and policy compliant pre-application planning responses within identified timescales and targets set by the Local Authority
- To lead, motivate and support staff and facilitate training to improve performance
- To assist the Planning Services Manager with motivating and supporting staff and facilitating training to improve performance
- To ensure consistent high quality decisions on planning and other applications across the District
- To contribute to the preparation of Local Planning Policy as part of any forthcoming Local Plan reviews
- To provide professional, high quality advice to all customers, negotiating with applicants and agents to achieve high quality outcomes that demonstrate innovation and a willingness to find solutions
- Proactive engagement and communication with stakeholders, statutory consultees and elected Members in relation to planning applications and appeals
- Attending and reporting to meetings of the Development Control Committee and Sites Inspection Panel
- To advise elected Members and Senior Officers on planning matters
- To attend and advise meetings of outside bodies, such as Parish/Town Councils

- To assist in the appeals process as required
- To provide authoritative advice on Development Management related issues and interpretations
- To respond to queries and level 1 complaints in line with the Council's procedures and timescales.
- To undertake 1:1's with Principal Planning Officers, Senior Enforcement Officer and Planning Support Team Leader
- To demonstrate excellent time management skills
- To deputise for the Planning Services Manager as appropriate

SKILLS AND KNOWLEDGE

- Member of the RTPI
- Relevant management qualification or willingness to work towards one
- Extensive, up-to-date knowledge in the same subject.
- Previous experience of successfully managing a development management team
- 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.
- An understanding of administrative processes and systems
- Appreciation of budgets and expenditure

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.