



## **JOB DESCRIPTION**

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This form summarises the purpose of the job and lists its key tasks. It may be varied from time to time at the discretion of the Authority, in consultation with the postholder.

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|---------------------|--|
| <b>Job title</b>    | Team Leader – Development Management (Major/Strategic sites) |
| <b>Reports to</b>   | Service Manager – Development Management and Enforcement     |
| <b>Team</b>         | Planning Development Management                              |
| <b>Grade</b>        | Grade 11   |
| <b>Last updated</b> | 10 June 2022   |

## **Job Summary**

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The post holder will contribute to the management of the Planning service with overall management responsibility for the day to day functions of the Strategic Applications team. The role will focus on ensuring the team is sufficiently supported and resourced to enable robust and timely planning decision making in accordance with local and national planning policy and within local and statutory targets.

## **Key Tasks**

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### **Operational and Professional Responsibilities**

- To work with the Service Manager for Development Management and Enforcement to ensure the delivery of the Council's Development Management functions.
- Specifically to lead and manage the Strategic Applications team to ensure the efficient, effective and timely consideration of major planning applications (and associated work) as required by legislation, in accordance with national and local planning policies, practices and procedures and within statutory and local targets.
- To ensure the timely preparation of high quality written reports and documentation for consideration in accordance with the Council's schedule of delegation.
- To ensure the Strategic Applications team maintains an up-to-date knowledge of relevant planning legislation, national and regional policy and how this should be applied in practice.
- To work constructively and proactively with internal colleagues within the wider planning service and Council, as well as statutory consultees and external partners to ensure that planning applications are appropriately considered and assessed.
- To ensure the Council's decisions on development and related matters are robust and can be defended on appeal at public inquiries, hearings, tribunals and in the courts.

- To ensure necessary supporting infrastructure and affordable housing is secured as part of the planning application process, through the effective negotiation of s106 agreements and other legal agreements as required.
- To ensure appropriate planning advice is given to MPs, councillors, the public, local communities, County Council, adjoining local authorities, statutory undertakers and other stakeholders as necessary.
- To ensure the regular review of methods of operation and processes to ensure they are fit for purpose and cost effective.
- To ensure that timely and appropriate advice is provided to the Council's Senior Leadership Team; Planning Committee and individual Members on development proposals as required.
- To support the Development Management and Enforcement Manager in identifying agenda items for the Development Management Committee (DMC), reviewing DMC reports and attending and advising at the DMC meeting as required.
- To assist with organising and being present at public meetings and exhibitions related to development proposals as required.
- To ensure a high-quality, responsive service is provided to our customers.
- To comply with the requirements of the Council's data quality management policy, the officers' code of conduct, financial and contract rules and procedures, and with corporate personnel policies and practices, particularly absence management, health and safety and equalities.

### **Management and Supervisory Responsibilities**

- To support, guide and assist team members to deliver their work, resolve problems, project manage and procure additional skills and resources where required.
- To work closely with the Service Manager for Development Management and Enforcement to ensure that the Strategic Applications team is appropriately resourced and staffed to meet service demands including assisting with recruitment, addressing performance issues and liaising with HR as necessary.
- To manage a high volume and turnover of work, ensuring work tasks are allocated to team members appropriate to their skills, experience and workload.
- To ensure the active management of staff undertaking regular team and 1-2-1 meetings, ensuring that staff Performance Review Processes (PDRs) are undertaken, and career progression and training is provided as identified.
- To ensure a high level of team motivation, maintain team discipline and lead by example.

### **Communication and Contacts**

- Ability to provide clear and accurate briefings to senior management, the Portfolio Holder, and other elected members, in relation to planning matters both verbally and writing.
- To oversee the preparation and implementation of public consultation/participation arrangements, including organising and attending exhibitions and public meetings, and to work with the local community and others to ensure that planning decision making and other Council processes are both accessible and responsive to their needs.
- Ability to work well within a multi-disciplinary team environment, understanding and drawing on others expertise and skills.

- Well-developed negotiation skills, persuasive and able to sell ideas and encourage innovation.
- Diplomatic, professional and with an ability to demonstrate a tactful approach when dealing with difficult circumstances.
- Maintain professional contact with professional bodies, and specialist groups.
- Display the values and behaviours of the Council in all contacts, ensuring the delivery of a high quality and respected service.
- Contacts should be dealt with proactively, seeking to maximise the benefits that can be delivered by the service in co-operation with customers.
- Contacts will include: the Head of Planning & Building Control, the Council's Leadership Team, Service Managers, Development Management colleagues, East Herts Councillors and wider Council officers; statutory bodies; external Council partners; planning professionals, developers and architects; and members of public and representative groups.

### **Financial and Budgetary Responsibilities**

- To support and input into the budgeting and resource management of the Strategic Applications team.
- To develop commercially minded strategies for generating income.
- Where necessary, to be responsible for the procurement and management of the output of the work of external consultants, in accordance with the Council's procedures.

### **Service Delivery**

- To support the Service Manager for Development Management and Enforcement to ensure the delivery of an effective, high quality and respected service to customers.
- To plan, monitor and ensure that delivery timescales are met for major planning applications, pre-applications and Planning Performance Agreements assigned to the team.
- To ensure a high level of communication is maintained with applicants, members and the public as required to meet customer care standards expected by the Council.
- To ensure that all performance targets are met, including personal targets and service targets relevant to the team.
- To maintain professional competence and ensure relevant training is undertaken.



## PERSON SPECIFICATION

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|                     |  |
|---------------------|--|
| <b>Job title</b>    | Team Leader – Development Management (Major/Strategic applications team) |
| <b>Reports to</b>   | Service Manager – Development Management and Enforcement                 |
| <b>Team</b>         | Planning Development Management  |
| <b>Grade</b>        | Grade 11   |
| <b>Last updated</b> | 10 June 2022   |

We want the postholder to be able to demonstrate the following competencies to a high level and want to use these to the full in their work. This is more important than having a great deal of direct experience of the job content, and we will be looking for evidence of all the following key competencies during the selection process, if you are shortlisted.

- Personal effectiveness
- Analytical
- People management
- Communication
- Managing relationships
- Customer focus
- External and commercial awareness\*
- Management of resources\*

## Key Criteria

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### Qualifications and Experience

- Graduate and/or post graduate degree in Planning, or other demonstrably relevant degree.
- Full membership of or demonstrable eligibility for full membership of a recognised professional body related to the work of the team, such as the Royal Town Planning Institute.
- Experience of supporting or managing a team within a Development Management context (ideally within Local Government).

### Specialist Knowledge and Job Requirements

- Full understanding of administrative and legal procedures of planning control in Local Government and ability to apply this in practice.

- Detailed and up to date knowledge of the planning policy context within which planning decisions are made, understanding the application of weight to conflicting objectives having regard to planning guidance and case law.
- Significant experience of processing large scale and/or complex nature, including defending planning decisions at appeal Hearings and Public Inquiries.
- Experience of supervising and managing a team of staff within a busy planning service.
- Experience of making informed and robust planning decisions and determining planning applications under delegated authority.
- Experience of presenting planning applications etc to Development Management Committee and other forums.
- Computer literate. Ability to use and manipulate complex information and IT databases to retrieve relevant information.

### **Management and Supervisory Responsibilities**

- Ability to allocate work effectively, appropriate to skills, experience and workload.
- Ability to manage resources effectively to ensure that service delivery targets are met and to budget.
- Able to direct, motivate and support team members and colleagues in order to ensure robust decision making and service targets are met.
- Able to identify and appoint additional resources such as specialist consultants to assist in the processing of applications and planning appeals.
- Able to communicate instructions and share ideas and information effectively to the team through meetings, 1:1s and other forums.
- Able to undertake performance reviews and address performance issues in accordance with corporate processes.
- Able to work as part of a wider planning leadership team to inform positive change and provide guidance and support where needed.

### **Communication and Contacts**

- Ability to express concepts, facts and arguments clearly and accurately both verbally and in writing.
- Can demonstrate a successful track record of developing good stakeholder and partnership relationships.
- Ability to assimilate and understand communications and act on them quickly and appropriately.
- Ability to understand the needs of the audience and tailor communications accordingly.
- Ability to work well within a multi-disciplinary team environment, understanding and drawing on others expertise and skills to ensure service requirements are met and high quality outcomes.
- Able to communicate calmly and professionally under pressure.

### **Service Delivery**

- Evidence of meeting performance targets within a busy and pressured working environment.
- Efficient and effective approach to workload prioritisation and achievement of excellence/consistent quality in outcomes.

- Understanding of project management and agreeing timetables through negotiations with developers.
- Understanding of and commitment to effective levels of customer service.
- Looks for continuous service improvements and to challenge accepted practices.

#### Other

- Open, approachable and communicative manner.
- Demonstrable political awareness
- Able to learn from and respond positively to change.
- Ability to work independently and use judgement to seek support when required.
- Commitment to professional development, training and learning.
- Ability and willingness to work flexibly in terms of location and utilising range of IT support.
- Able to attend meetings within and outside East Herts including some meetings outside of core hours.
- Hold a current driving licence. Officers will be expected to visit and inspect land and development sites and other locations.
- The council is committed to safeguarding and promoting the welfare of all its residents specifically children and vulnerable adults. The council expects all its staff to have an understanding of Safeguarding and to share this commitment.