

JOB DESCRIPTION

Job Title:	Development Management Senior Manager		
Service:	Development Management (Planning & Development)	Directorate:	Place and Growth
Post No:	POSN184125	Grade:	M
Responsible to:	Assistant Director - Planning & Development	Responsible for:	Development Management Service (presently 6 teams)

Key Objectives:	
1	To be responsible for the strategic and operational management of the Development Management service including major developments, non-major developments, enforcement and technical support in order to provide an efficient and effective value for money service which meets statutory requirements and national targets, and which contributes positively to the future of the District.
2	To play a positive and active role in the future planning, enforcement, monitoring and delivery of development within the District, thereby maintaining public confidence in the planning system and ensuring delivery of the service in a proactive way, maximising use of new technology and engaging the local community as far as possible.
3	To lead the provision of professional Development Management advice to meetings of the Council's Planning Committee, senior management, elected members, officers and any other committees as required. To oversee and manage the Council's Planning Committee agenda ensuring compliance with statutory requirements and the timely presentation of planning applications. To ensure that staff present applications to committee in a highly professional and effective manner. To advise the committee and to ensure there is minimal risk of successful challenge to committee decisions.
4	To lead the recruitment and development of Development Management staff and the continuous improvement of the Development Management teams.
5	Under delegation from the Assistant Director – Planning and Development, to lead on Development Management decision-making, directing, leading, and advising Development Management teams on all forms of planning matters. To lead on Development Management on matters of a corporate priority to the Council, on those of national, regional and district significance, on those of a complex/controversial nature, and those likely to result in significant local infrastructure and financial contributions.
6	To maintain and improve a customer orientated approach including fostering good relations and communicating important matters relating to planning with District Councillors, the development industry and local bodies, including Parish/Town Councils and Amenity Societies.
7	To ensure performance meets or exceeds Government performance and quality standards.
8	To actively contribute and promote the highest professional standards in planning across all Council activities in order to deliver high quality developments.
9	To ensure that the objectives of the service are aligned with the Council's priorities and objectives and that these are delivered.
Principal Duties and Responsibilities:	
1	To lead, manage, motivate and develop the service to provide a high quality, efficient and value for money development management service across the district.
2	To have overall responsibility for operational and financial planning, targeting setting and performance management for the service to ensure it meets professional standards, service and corporate priorities and targets. To be the budget holder for the Development Management service, to seek to optimise the receipt of income and to provide high standards of service delivery with appropriate cost control.
3	To ensure that planning and enforcement decisions are made (and seen to be made) with the utmost integrity. To ensure that, wherever possible, the timing of decisions is in the interest of meeting national performance expectations.
4	To lead on the provision of information and responses to other Council services, Government departments, national organisations with an interest in Development Management matters. To lead on the provision of Development Management advice to members of the public and outside bodies.

	To communicate with the press on planning matters, including providing radio interviews and any other media responses as and when directed by the Corporate Director or Assistant Director. To take responsibility for responding to auditor queries.
5	To ensure that the most significant development proposals, including those of a corporate and strategic priority, are appropriately resourced and managed and report back to senior management and Council committees as necessary.
6	To oversee the service's timely response to complaints/queries about service delivery, in accordance with Council policy and to ensure that any lessons learned are identified and implemented.
7	To lead on the provision of professional Development Management advice to meetings of the Council's Planning Committee, senior management, elected members, officers and any other committees as required.
8	To ensure the provision of a highly effective Planning Enforcement function which meets all statutory obligations, and which performs in accordance with a Local Enforcement Plan. To initiate criminal prosecutions where required. To provide effective Planning Enforcement advice to meetings of the Council's Planning Committee, senior management, elected members, officers and any other committees as required.
9	To direct, lead and guide Development Management teams on liaison, communication and meetings with applicants, agents, District Councillors, members of the Public, Parish/Town Councils and any other stakeholders as necessary.
10	To be responsible for maintaining the district's statutory Planning Register
11	To support and deputise where necessary for the Assistant Director and Corporate Director including the day to day running of the wider department / directorate, attendance at public and private meetings and authorising decisions as appropriate.
12	Under delegation, to lead on the preparation of the Planning Committee's agenda. To oversee preparation, editing and authorisation of reports and their presentation to Planning Committee.
13	To ensure that the Council's interests are best represented at Public Inquiries, Hearings and other appeals. To ensure that professional and effective cases are presented and that the Development Management teams, or other appointed consultants are well prepared as expert witnesses. To authorise where necessary appeal statements and other correspondence. To advise the Assistant Director and the Council on matters relating to judicial review. To represent the Council directly where required on Development Management matters.
14	To lead on service delivery improvement by identifying efficiencies in processes and recommending action and by maintaining a process of continuous development. To identify and implement new systems as required. To identify opportunities for generating additional income and striving for increased levels of self-sufficiency. To further develop a cost neutral pre-application advice service
15	To be conversant with primary and secondary legislation for Development Management, with policy and guidance. To lead and guide Development Management teams on working within the statutory planning framework. To keep abreast of changes in such legislation, Government policy and advice and to make the necessary changes to practices and procedures arising there from.
16	To ensure that the validation and registration of applications and registration of enforcement cases is effective and efficient, within expected measurable and monitored standards, and does not delay the overall determination of planning applications.
17	To direct and lead the provision of Development Management contributions to the development of Council Policy, to include corporate priorities, Business Plans, Service Plans especially on planning matters. To lead on the delivery of relevant corporate objectives.
18	To lead on procurement for the service, on the maintenance of the statutory contract register and to have overall responsibility for contract management and monitoring in line with the service budget. To authorise expenditure on external consultancy services as required.
19	To mentor members of staff both in coordination of teams and professional development including Royal Town Planning Institute election and membership and advise other members of staff in the supervision, management and co-ordination of the teams and the line management thereof.
20	To lead, manage and coordinate the development and preparation of Section 106 agreements in conjunction with other departments and legal advisors. To monitor and report on the outcome of Section 106 agreements. Coordinate the implementation of major developments and provide support and advice to colleagues, agents and other departments on developer contributions. To direct the provision of planning advice and compliance action in the interest of securing required financial and non-financial planning obligations, to ensure the monitoring of compliance and to be responsible for the Council's Infrastructure Funding Statements.

21	To motivate, support, recruit and develop planning staff to build and maintain a flexible and resilient service, to deliver corporate objectives and to secure continuous improvement. To ensure staff contribute effectively to the delivery of team, service, directorate and council priorities, objectives and targets.
22	These duties and responsibilities should not be regarded as either exclusive or exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

PERSON SPECIFICATION

	Essential		Desirable	
Qualifications	1	Undergraduate degree and Postgraduate degree/qualification in Planning, accredited by the Royal Town Planning Institute.	1	Qualifications in management.
	2	Corporate membership of the Royal Town Planning Institute and evidence of continued professional development.	2	Qualification in related discipline (e.g urban design, surveying).
Experience	3	Significant post qualification experience in Development Management in local government.	3	Experience of viability assessments.
	4	Experience of managing a team and delivering a high-quality customer focused service.	4	Experience of the use of DEF, Uniform or similar planning software systems.
	5	Depth and range of practical experience that demonstrates coverage of a significant range of planning applications and development management activities (to include S106, Community Infrastructure Levy and planning enforcement).		
	6	Recent experience in dealing with large-scale major pre-applications, applications, appeals (including informal hearings and Public Inquiries) and/or enforcement issues.		
	7	Experience of presenting reports (or similar) to Planning Committee (or equivalent), senior management and Member Committees.		
	8	Experience of reviewing and signing off applications.		
Knowledge	9	Thorough knowledge and understanding of planning legislation, case law and policy, planning techniques and the development management and enforcement process (including S106 and the community infrastructure levy).	5	Knowledge of development finance and economics.
	10	Knowledge of management practices & techniques including service planning.	6	Knowledge of development projects in Cherwell and Oxfordshire.
	11	Knowledge of urban design and conservation.	7	Knowledge of arboriculture, landscape architecture and ecology.
	12	Knowledge of project management processes.		
	13	Understanding of planning in a rural context.		

	14	Knowledge of the role of other Council services, priorities and links to Development Management.		
Skills	15	Excellent organisational skills and ability to prioritise, plan, coordinate and review own work in addition to the work of subordinate staff, ensuring accuracy and timeliness in a pressurised environment.		
	16	Understanding and awareness of political issues involved in planning and working with elected Members.		
	17	Problem-solving, numerate and literate with the ability to analyse complex technical planning issues and allied statistical data and trends, interpreting appropriately and correctly.		
	18	Ability to read and interpret maps, plans and technical drawings.		
	19	Ability to negotiate robustly and effectively.		
	20	Interpersonal and team building skills.		
	21	Excellent presentation and communication skills, verbally, in writing and to public forums in a clear, structured and readily understood manner.		
	22	Ability to use specialist geographical information systems/planning software and suite of Microsoft office applications.		
	Other requirements / circumstances / aptitudes	23	Committed to delivering high quality development.	8
24		Adaptive, progressive, innovative and flexible in approach to work and working practices and willing to undertake a range of tasks for the effective running of the department. Embraces a culture of continuous improvement.		
25		Able to attend regular evening meetings.		
26		Able and willing to effectively travel to and work from other locations and partner sites.		
Job Description and Person Specification created/updated by:				

Assistant Director – Planning & Development

in:

September 2020

Essential Management Competences