

JOB DESCRIPTION



DIRECTORATE	Governance and Community Services
SERVICE	Planning
POST NUMBER	100234
POST TITLE	Development Manager
POST GRADE	Local Salary Scale PO3 to MG1
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Head of Service – Planning
RESPONSIBLE FOR	Development Management, Enforcement Service, Planning Business Support in Planning Service
JOB PURPOSE	To deliver high quality development management that is efficient, economic, cost effective and responsive to the national and local Performance Indicators and the public's expectations in meeting the Council's core priorities.

MAIN AREAS OF WORK	
1	To lead the team, and support the team leaders and officers, to deliver an excellent planning Development Management service
	To develop and update the policies and procedures to achieve a consistent and high-quality Development Management service.
2	To ensure that the Council's Service Plans for Development Management are prepared, actioned and monitored in order to meet the national and local performance indicators
3	To recruit, manage, motivate and deploy staff in the DM section to ensure the efficient, effective and economic achievement of the Council's objectives.
	To lead on the delivery and functioning of digital technology and software to meet the needs of the service (in collaboration with the Council's IT service)
3	To comply with the statutory obligations and the Council's financial procedures, rules and constitution.
4	To assist in management functions of the Planning Division and in contacts with Press and Media
5	To act for the Head of Planning as required and in their absence. To represent the Service at Planning Committee and other related and relevant meetings.
6	To attend and present at Planning Committee meetings, and supervise the preparation of reports. To accompany members of Planning Committee on Site Inspections in order to advise.
7	To allocate workload throughout the section; in particular to the Team Managers and Principal Planners.
8	To liaise as necessary with other Heads of Service, and teams within the Planning Service, to ensure that the Council's policies and priorities are met.
9	To advise developers and members of the public on the formulation or modification of applications.

10	To assist in implementing strategy for computerisation, e-government and audio-visual presentation.
11	To ensure that enforcement and appeal work is assessed and actioned in accordance with the Council's policies, Government advice and the relevant legislation.
12	Keep under review the performance of the section and monitor workflow.
13	To attend external meeting and out of hours to meet the needs of the role.
14	To assist the Head of Planning in identifying the training and development needs of staff and to act as a mentor when required.
15	When required and as part of flexible working – to work within other Services and Directorates in support of the Council's overall objectives and projects
16	Co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual
17	To undertake any other duties for which the post holder is competent and which the Service Manager considers necessary for the effective and efficient delivery of the Service

PERSON SPECIFICATION

POST TITLE	Development Management Manager	
DIRECTORATE	Governance and Community Services	
SERVICE	Planning	
POST GRADE	Local Salary Scale PO3 to MG1	
	Essential	Desirable
Qualifications		
Degree or post-graduate diploma in Planning	X	
Full membership of the Royal Town Planning Institute	X	
Management qualification		X
Experience		
Significant post-qualification planning experience	X	
Experience of working in multi-disciplinary service teams	X	
Working in an environment of continuous improvement	X	
Track record of achievements in public service contracts/projects	X	
Staff Management	X	
Managing significant Planning projects	X	
Presenting to Committees and at Public Inquiries	X	
Working within a political environment		X
Budgetary and financial monitoring and control.		X
Skills and Abilities		
Ability to plan effectively across a wide range of service activities	X	
Understanding and implementation of performance management	X	
Practical experience of change management	X	
Ability to communicate effectively (verbal & written)	X	
Ability to delegate effectively & motivate teams	X	
Evidence of working with partnerships	X	
Excellent negotiating skills	X	
Strongly motivated with ability to work well under pressure and balance priorities	X	
Advanced understanding of the national and local government environment, legislation and policy relating to planning	X	
Effective in engaging the public and stakeholders	X	
Training		
Evidence of management training	X	
Personal commitment to CPD (supported by evidence)	X	
Knowledge		
Understanding of customer services	X	
Clear knowledge of current planning issues and the national policy framework	X	

Updated Dec 2024