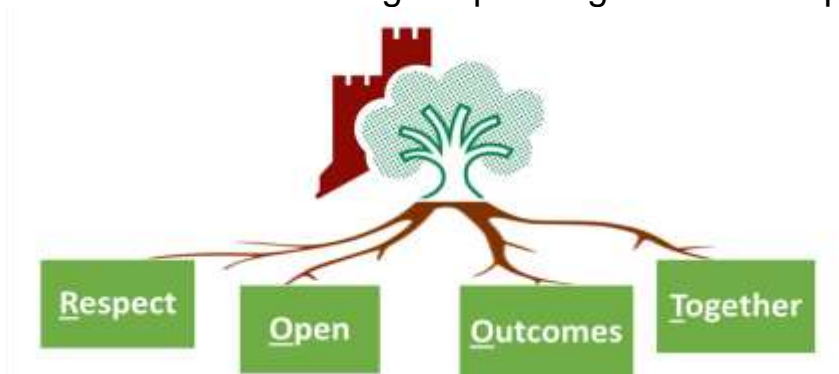


## JOB DESCRIPTION



<b>DIRECTORATE</b>	Place and Climate Change
<b>SERVICE</b>	Strategy and Planning
<b>POST NUMBER</b>	100273
<b>POST TITLE</b>	Team Leader – Development Management
<b>POST GRADE</b>	Local Salary Scale PO2
<b>CONDITIONS OF SERVICE</b>	National Joint Council (NJC) for Local Government Services as amended locally
<b>RESPONSIBLE TO</b>	Development Manager
<b>RESPONSIBLE FOR</b>	Manage staff, to include principal officers, senior officers, planning officers and assistant planning officers, on a day to day basis, encouraging a mentoring environment and giving advice to other support staff as required.
<b>JOB PURPOSE</b>	Performance Management of relevant officers. To contribute to the Strategy and Planning Service in relation to creating an effective and up-to-date planning framework and Development Management Service. To advise Planning Enforcement on professional planning matters, as required.

### RDC Values and Target Operating Model Principles



- **Efficient and effective** (systems and resources evidencing Value for Money; Return on Investment – a commercial mindset)
- **Empowering** (timely decisions at the right level – proportionate governance)
- **Focussed on customer outcomes and early intervention** (evidence-led decision making and resource allocation)
- **A Community Leader** (influencing stakeholders, driving delivery with partners)

<b>MAIN AREAS OF WORK</b>	
<b>1</b>	Responsibility for management of the relevant officers (Development Management) including mentoring, undertaking 1-2-1 and annual appraisals and be responsible for development of staff in team
<b>2</b>	Deal with and prepare reports on planning applications, listed building applications and other forms of applications as submitted to the Local Planning Authority
<b>3</b>	Prepare appeal statements and appear as a witness at Planning Hearings, Public Inquiries and court as and when required
<b>4</b>	Lead and present at Planning Committee Meetings
<b>5</b>	To sign off planning applications (delegated and Planning Committee reports) as a Delegated Officer in Development Management
<b>6</b>	Carry out site inspections throughout the District in relation to planning applications and enforcement cases and to carry out negotiations with applicants and agents as appropriate
<b>7</b>	Deal with pre-application informal advice from members of the public, agents and applicants and prepare verbal feedback or written responses as appropriate
<b>8</b>	To assist in putting together Planning Performance Agreements (PPA) in conjunction with clients and the DM Management Team
<b>9</b>	Provide information to the general public in relation to planning applications and planning matters as and when required
<b>10</b>	Provide a good service for members of the public and applicants in accordance with Council's objectives
<b>11</b>	Undertake liaison with other agencies, public bodies and other Service areas of the Council
<b>12</b>	Consider the need for more detailed advice on particular sites, and the need for special protection for particular features e.g. trees and buildings, and to liaise with other sections of the Service accordingly
<b>13</b>	Monitor development proposals and compliance with planning conditions and to ensure development is in accordance with approved plans
<b>14</b>	Authorise enforcement reports prepared by members of staff and to prepare the more contentious reports
<b>15</b>	Ensure effective liaison with other Services in the Council and give advice on enforcement matters and to ensure the necessary legal advice is obtained where necessary before decisions are taken
<b>16</b>	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
<b>17</b>	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
<b>18</b>	To undertake any other duties for which the post holder is competent and which the Head of Service considers necessary for the effective and efficient delivery of the Service

<b>RDC Value</b>	<b>Behaviour</b>	<b>Description</b>
<b>Respect</b>	Professional	Maintaining high standards – in line with professional/regulatory requirements and Nolan principles*
	Value others	Ensures that people are given opportunity to contribute, appreciate and acknowledge that contribution
	Empowering	Enabling and encouraging people to influence and make decisions
<b><u>O</u>pen</b>	Trusting	Rely on and put confidence in others to do as they say
	Listening	Makes time to hear what people are saying, checks understanding
	Feeding back	Sharing observations and perception to improve understanding and performance
<b><u>O</u>utcomes</b>	Responsible	Being accountable and reliable, doing what you have said you will do
	Innovative	Creating and trying new ways of doing things
	Prioritises	Organise, clarify what is most important and focus on that
<b><u>T</u>ogether</b>	Communicates	Shares information in an accessible and timely way with people who need to know
	Collaborates	Cooperates, identifies, and brings in people to work together
	Relationship focus	Taking time to build connections and get to know other people

## PERSON SPECIFICATION

<b>POST TITLE</b>	Team Leader – Development Management		
<b>DIRECTORATE</b>	Place and Climate Change		
<b>SERVICE</b>	Strategy and Planning		
<b>POST GRADE</b>	Local Salary PO2		
		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>			
Planning or related degree		X	
Full membership of RTPI			X
Management qualification			X
<b>Experience</b>			
Relevant local planning authority experience		X	
Minimum four years relevant planning experience		X	
<b>Skills and Abilities</b>			
Excellent analytical skills		X	
Demonstrable spatial awareness		X	
Excellent communication skills both verbal and written		X	
Proficiency in IT including use of Word, Excel and GIS		X	
Ability to work within a team and manage and mentor staff		X	
Good negotiating skills		X	
Excellent time management and workload planning skills		X	
To work under pressure and deal with unforeseen and urgent demands		X	
Highly motivated		X	
<b>Training</b>			
Up-to-date CPD and commitment to continuing professional development		X	
<b>Knowledge</b>			
Sound understanding of planning law		X	
Excellent understanding of national planning policies		X	
Excellent understanding of current planning issues		X	
Knowledge of planning issues affecting Rother		X	

April 2025