

# Job description & person specification

## Job Description

### **Job title**

Planning Team Leader (Development Management)

### **Department**

Place Service

### **Grade**

L (SCP44-46)

### **Salary**

£52,307 to £54,875

### **Manager**

Development Management & Building Control Manager

### **Job summary**

Working with the Development Management & Building Control Manager the postholder will lead one or more of the Development Management, Heritage, Tree, Planning Enforcement, Registration/validation teams in the delivery of best practice and value for money through the establishment of effective systems, targets and performance management that secures high standards of service delivery and secures positive outcomes.

This postholder will manage and develop their team(s) and individuals ensuring high performance outputs and the achievement of service objectives. The post will make a positive contribution to the Council's core values by being helpful, approachable, responsive and taking ownership of challenges and problems, while making customers feel warm, welcome, wanted and cared for.

### **Dimension of the role**

1. Working with the Development Management & Building Control Manager to lead and manage the functions of one or more of the team(s) in accordance with the service plan and key performance indicators.

2. To deputise for Development Management & Building Control Manager as necessary in their absence or due to capacity and resilience reasons.
3. Working with the Development Management & Building Control Manager establish effective systems, targets and performance management that secures high standards of service delivery and secures positive outcomes.
4. To be a senior professional planner, providing detailed and technical advice to the team, handling complex planning applications, and providing quality professional advice.
5. To drive continuous service improvements, challenging existing practice and actively seeking ways of achieving greater outcomes and leaner delivery.
6. To work closely with other services and external partners, agencies, and service users to ensure co-ordinated, efficient and effective service delivery.
7. To provide high levels of customer service both internally and externally. To promote the HART values by being helpful, approachable, responsive and taking ownership of challenges and problems to ensure they are dealt with effect and authority.

### **Key Responsibilities / Specific Duties**

1. To provide day-to-day management of the planning team, heritage team and enforcement team in relation to pre-application matters, planning applications, enforcement investigations and appeals issues, responses to complaints and Freedom of Information/ Environmental Information Regulations or Ombudsman complaints, as relevant to the work of the team. To encourage a culture within the team which values and encourages pre-application discussion with applicants and developers ahead of the submission of planning applications.
2. To set the long-term goals for the Development Management planning team, conservation officers and enforcement officers, be responsible for the team's workload and the responses given within agreed timescales, priorities and framework set by Members and the Development Management & Building Control Manager.
3. To undertake and oversee procurement work in line within Council's policies and procedures, obtain tenders, standing orders and contracts which demonstrate value for money for the Council.
4. In conjunction with the Development Management & Building Control Manager and Executive Director of Place, to deliver continual service improvements and ensure that planning, conservation and enforcement officers meet their established KPI's and statutory deadlines.
5. To assist the Development Management & Building Control Manager in reviewing and preparing internal processes/manuals and procedure notes.
6. To deputise for the Development Management & Building Control Manager and/or the other Team Leader(s), if required.

7. In accordance with the agreed scheme of delegation and guidance criteria, to make lawful decisions and sign-off Officer recommendations. To instruct legal in relation to planning applications and the enforcement activities of the Council and decisions/recommendations on other planning matters.
8. To maintain a thorough and up-to-date knowledge of legislation, the National Planning Policy Framework, case law, appeal decisions, circulars, development plan policies, supplementary planning guidance and Technical Advice Notes necessary for the performance of the postholder. To maintain understanding of the planning service, and to update knowledge relating to digital systems used in planning including on-line services.
9. To provide professional advice to the planning team, conservation officers and enforcement officers on all development management issues and breaches of planning control. To provide professional advice to the validation team relating to national and local requirements for validation and where necessary overseeing validation appeals.
10. To be the Council's expert witness at planning and enforcement appeals. To prepare case files and legal instructions in preparation for enforcement action and attend and give evidence at relevant legal proceedings.
11. To manage and process applications, particularly sensitive or major applications and to negotiate contributions through legal agreements in line with Council policies.
12. To prepare reports/committee agendas and attend the Planning Committee and any sub-committees as required. To be the Lead Officer at Planning Committee or any relevant Sub-Committee when required providing sound professional advice to Members.
13. To promote a positive working relationship with other Council departments to demonstrate a 'One Council' approach.
14. To provide high levels of customer service for our residents, staff, managers and external partners, so that they are made to feel warm, welcome, wanted and cared for.
15. Promote the **HART Values** by:  
  
Being **helpful**,  
  
Being **approachable**,  
  
Being **responsive**, and  
  
**Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

## Standard Clauses

- To work in an internal and external customer related way in accordance with the Council's core HART Values, and in accordance with adopted procedures and good practice.

- To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.
- To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures, and legislation.
- To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.
- All employees have a responsibility to ensure they take a vigilant approach at all times to safeguard members of the public, colleagues, and themselves and that they follow adopted procedures and good practice to aid in the identification and effective reporting of any safeguarding concerns.
- In the event of a Civil Emergency to take on any new roles and responsibilities allocated by Leadership Team, and to be available to undertake any training that maybe required to fulfil this role.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

Hart District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must cooperate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

**This is not a complete list of all the responsibilities and activities of the job. Some responsibilities and activities may change to meet service needs. These changes will be discussed with the post holder and will not significantly affect the nature or level of responsibility or job grade.**

# Person specification



## Job title

Planning Team Leader (Development Management)

## The HART Values

We aim to recruit candidates who are committed to our core values. We want customers to feel warm, welcome, wanted and cared for when interacting with Hart District Council.

To achieve this, all staff should promote the **HART Values** by:

- Being **Helpful**
- Being **Approachable**
- Being **Responsive**
- **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

The following table sets out the essential and desirable attributes we are seeking for this role.

Attributes	Essential	Desirable	Evidence
Education & qualifications	Degree in Planning or equivalent  Post Graduate Degree / Diploma in Planning or equivalent  Member of Royal Town Planning Institute (MRTPI)	Management qualification or training programme  Other relevant specialist qualification	Application and certificates

Attributes	Essential	Desirable	Evidence
Experience & knowledge	<p>Considerable professional practice in all aspects of development management</p> <p>Detailed knowledge and understanding of the key legislation relevant to the functioning of the section such as the Town and Country Planning Act, 1990 and associated regulations and orders</p> <p>Committed to providing high-quality customer service</p>	Specific knowledge and experience in planning enforcement, heritage, and trees	Application and interview

<p>Skills &amp; abilities</p>	<p>Excellent oral and written communication skills</p> <p>Excellent inter-personal skills with the ability to listen, influence, negotiate and / or persuade people and deal effectively with difficult situations</p> <p>Ability to lead, motivate and inspire the confidence of others</p> <p>Ability to plan and prioritise workload both of self and others within tight but realistic timescales and to ensure that tasks are completed and on time</p> <p>Ability to think strategically i.e. to see things in a wider context combined with a pragmatic approach to problem solving and service delivery</p> <p>Flexibility and willingness to motivate and support the management of change</p> <p>Ability to research and analyse complex issues and data, and prepare clear and concise notes and reports</p> <p>Good project management skills</p> <p>Computer literate and proficient in Microsoft Office software</p>	<p>Experience with DM software such as Uniform</p>	<p>Application, tests &amp; interview</p>
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Attributes	Essential	Desirable	Evidence
	<p>Ability to make customers feel warm, wanted, welcome and cared for</p> <p>Ability to take ownership of tasks, challenges and problems to achieve an appropriate outcome</p>		
Personal qualities	<p>Innovation &amp; drive</p> <p>Ability to work under pressure and manage a heavy workload</p> <p>Ability to work as part of a team and/or alone as required and use own initiative</p> <p>Political sensitivity &amp; awareness</p> <p>Commitment to professional and personal development, for self and team</p> <p>Ability to manage own time</p> <p>Commitment to delivering the best possible services for residents, and internal and external customers</p>		Application, tests & interview
Other working requirements	<p>Access to a car for work purposes</p> <p>Ability to attend meetings out of hours</p>		Application, certificate & interview



**Signatures:**

Job-holder .....

Manager .....