



JOB DESCRIPTION

Department	Job title
Place Services	Development Management & Building Control Manager
Hay grade	Salary range
	Up to £58,500 and potential for market supplement
Responsible to	Responsible for
Head of Place	Development Management, Heritage, Planning Enforcement, Street Naming & Numbering and Building Control services. Responsible for 15 Members of staff (including 3 direct reports) and Client Manager for the Building Control service
Health considerations /risk/surveillance required	Essential car user, lone worker, VDU habitual user, site visits

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Overview

Reporting to the Head of Place this role provides leadership for all aspects of Development Management, Heritage, Planning Enforcement, Street Naming & Numbering functions and contract managing the Shared Building Control service.

To lead the Development Management & Building Control 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 post will manage and develop the team and individuals ensuring high performance outputs and the achievement of service objectives. It will also have a wider influence within the Council through its role on the Place Service Management Team and the Council-wide Management Team, and through involvement in corporate projects. It will

therefore play a key role in shaping the future of the District, and of the Council as an effective, place-shaping organisation.

This 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 Job

1. To lead and manage the functions of the team in accordance with the service plan and key performance indicators.
2. To establish effective systems, targets and performance management that secures high standards of service delivery and secures positive outcomes.
3. To drive continuous service improvements, challenging existing practice and actively seeking ways of achieving greater outcomes and leaner delivery.
4. To work closely with other services and external partners, agencies and service users to ensure co-ordinated, efficient and effective service delivery.
5. To demonstrate a commitment to the Council's vision, key objectives and values.
6. To be responsible for a service budget of circa £1 million.
7. Through its role on Place Management Team, to support the Head of Place in leading and managing the Place Service as a whole.
8. To engage with and contribute to the work of the Council's Management Team in addressing Council-wide management issues.
9. To contribute towards other Council projects and initiatives.
10. To provide high levels of customer service both internally and externally.
11. 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 Contacts/Communications Links

Internal

- Leader, Portfolio Holder for Place, other Cabinet Members and all other Councillors
- Chief Executives, Head of Place and other Heads of Service
- Place Service Managers and staff
- Management Team colleagues
- Corporate Services esp Finance, HR, Internal Audit and Communications
- Community Services esp housing and Community Safety
- Environment & Technical Services esp Infrastructure, Countryside, Climate Change

External

- Other Local Authorities
- Town & Parish Councils
- Service Users
- Members of the Public
- Statutory Bodies
- Wide range of Organisations

Key Responsibilities/Specific Duties

1. Responsible for the provision of the Development Management, Heritage, Planning Enforcement, Street Naming & Numbering and Building Control services, by leading and managing the following functions:

- The effective management of the day to day operation of the functions and caseload of the whole team
- To provide a high level of planning advice to assist Members of the Council, Executive, Overview and Scrutiny Committee and the Planning Committee, and to work particularly closely with the Portfolio Holder for Place
- To ensure planning applications and other matters are reported to the Planning Committee in a timely manner, providing advice to the Chairman and the Committee on planning Law, procedure and good practice and to be the Lead Planning Officer at Committee
- To report Service performance to Planning and Overview & Scrutiny Committees and Cabinet/Full Council as required
- To provide an effective, efficient and responsive Planning Enforcement service in partnership with other sections of the service and the Council, and external partners where necessary. To Authorise serving of enforcement related notices, prosecutions, direct injunctions and other legal proceedings or enforcement activities where required and authorised in the Council's Scheme of Delegation
- To determine planning and related applications where delegated by the Head of Place and also exercise such other powers as may be delegated
- To assist the Planning Policy & Economic Development Manager in the production, monitoring, and review of the Local Plan, and associated planning policy documents including the Local Development Scheme, Statement of Community Involvement, Annual Monitoring Report, Conservation Area Appraisals, supplementary guidance and evidence base documents
- To ensure that planning obligations are negotiated in the best interests of the Council and wider public and that they comply with the requirements of the relevant legislation
- Preparing evidence for and attending examinations, public inquires, informal hearings and court as an expert witness
- To respond to complex enquiries and complaints relating to the Service, including Member and MP enquiries

- To manage the Street Naming and Numbering function for the Council ensuring it is delivered efficiently and effectively
 - To be the Client Officer for the Building Control service, liaising with the Building Control Manager to ensure the effective and efficient delivery of the service. Regular updates will be given to the Head of Place and Portfolio Holder.
2. To manage the performance of the Development Management, Heritage, Planning Enforcement, Street Naming & Numbering and Building Control teams within the framework of the Council's Human Resources strategy & policies including:
 - Demonstrate leadership and motivate staff, encouraging teamwork and flexibility
 - Maintaining a performance culture, empowering staff by effective target setting, quality control, monitoring, communication and employee development through Performance Development Review, training, administration and discipline
 - Undertaking recruitment and procurement of staff resources.
 3. To produce performance management, financial and monitoring information on all parts of the service including monthly budget monitoring and contributions to the annual budget setting process.
 4. To keep up to date with relevant legislation, policy, guidance and best practice and apply that knowledge in leading and managing the service.
 5. Represent the Council at appropriate external meetings, and at events, working groups and advisory bodies at local, regional and national levels as may be required by the Head of Place.
 6. To think strategically and creatively, offering solutions to complex planning problems to achieve optimum outcomes.
 7. To deputise for the Head of Place when required.
 8. To undertake such any other duties that may be required by the Head of Place.
 9. To respond to requests for information under the Freedom of Information Act, the Environmental Information Regulations and Subject Access Requests.
 10. 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.
 11. To promote the HART values at all times by being helpful, approachable, responsive and taking ownership of challenges and problems to ensure they are dealt with appropriately.
 12. Where a post involves working with members of the public, the post holder has a responsibility to be vigilant in identifying potential safeguarding issues and conduct themselves in a manner that protects both themselves and members of the public.

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.

(For Management Posts) 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 co-operate 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.

The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Revised (Date) December 2020

Hay Job Evaluated (Date) Spring 2021

PERSON SPECIFICATION

POST: Development Management & Building Control Manager

The HART Core Values:

Hart District Council aims to recruit candidates who are committed to delivering our core values. It is our aim that customers should feel warm, welcome, wanted and cared for when they are interacting with our services. To achieve that, all staff are expected to be helpful, approachable, responsive, and to take ownership, to ensure challenges, problems or enquiries are dealt with and appropriately concluded.

This person specification sets out what we are looking for when recruiting to the above post. The essential and desirable attributes we are seeking for this role are set out below:

CRITERIA	ATTRIBUTES	ESSENTIAL (E) OR DESIRABLE (D)	METHOD OF MEASUREMENT
EDUCATION / QUALIFICATIONS	Degree in Planning or equivalent	E	Application form / certificate
	Post Graduate Degree / Diploma in Planning or equivalent	E	Application form / certificate
	Member of Royal Town Planning Institute	D	Application form / certificate
	Management qualification or training programme	D	Application form / certificate
	Other relevant specialist qualification	D	Application form / certificate
EXPERIENCE / KNOWLEDGE	Strong Leadership skills	E	Application form, Interview & Test
	Motivation of Staff	E	Application form & Interview
		E	

	<p>Significant post qualification experience in Planning</p> <p>Evidence of successful strategy development</p> <p>Understanding of financial systems and budgeting</p> <p>Development and application of Performance Management systems</p> <p>Detailed knowledge of legislation, policy, guidance and best practice relevant to the function</p> <p>Managerial or other relevant Senior level experience working in a planning related background</p> <p>Positive approach towards income generation and commercialisation</p> <p>Progression of a Digitalisation Agenda</p> <p>Committed to providing high quality customer service</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p>	<p>Application form & Interview</p> <p>Application form & Interview</p> <p>Application form, Interview & Test</p> <p>Application form & Interview</p> <p>Application form, Interview & Test</p> <p>Application form & Interview</p> <p>Application form & Interview</p> <p>Application form & Interview</p>
SKILLS AND ABILITIES	<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>E</p> <p>E</p> <p>E</p>	<p>Application form, Interview & Test</p> <p>Application form, Interview & Test</p> <p>Application form, Interview & Test</p>

	Ability to plan and prioritise workload both of self and others within tight but realistic timescales and to ensure that	E	Application form, Interview & Test
	tasks are completed and on time		
	Ability to think strategically i.e. to see things in a wider context combined with a pragmatic approach to problem solving and service delivery	E	Application form, Interview & Test
	Flexibility and willingness to motivate and support the management of change	E	Application form, Interview & Test
	Ability to research and analyse complex issues and data, and prepare clear and concise notes and reports	E	Application form, Interview & Test
	Good project management skills	E	Application form, Interview & Test
	Computer literate and proficient in Microsoft Office software		Application form
	Ability to make customers feel warm, wanted, welcome and cared for	E	Application form & Interview
	Ability to take ownership of tasks, challenges and problems to achieve an appropriate outcome	E	Application form & Interview
PERSONAL QUALITIES / APTITUDE	Innovation & drive	E	Interview
	Ability to work under pressure and manage a heavy workload	E	Application form & Interview
	Ability to work as part of a team and/or alone as required and use own initiative	E	Application form & Interview
	Political sensitivity & awareness	E	Application form & Interview

	Commitment to professional and personal development, for self and team	E	Application form & Interview
	Ability to manage own time	E	Application form & Interview
	Commitment to delivering the best possible services for residents, and internal and external customers	E	Application form & Interview
MISCELLANEOUS / OTHER WORKING REQUIREMENTS	Full driving licence and access to a car for work purposes	E	Application Form & Interview
	Ability to attend meetings out of hours	E	Application Form

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Signatures:

Post Holder

Manager