



Job Description

Post Title:	Team Leader Development Management
Service:	Planning
Grade:	K
Responsible To:	Development Manager
Responsible For:	One of two teams within the development management section comprising Principal Planning Officers, Senior Planning Officers, Planning Officers, Tree Officer.

Job Summary: To work in partnership with the other Team Leader in assisting the Development Manager to lead, manage, co-ordinate and keep under continuous review, the work of the DM Team ensuring consistency of decision making, that performance targets are met and development achieves a high standard of design.

Main Activities:

1. To manage the work of planning staff which includes monitoring their performance, targets and caseloads ensuring an appropriate standard of output in terms of quality and efficiency and taking appropriate and reasonable measures to ensure targets are met.
2. To determine the priorities and allocation of work to meet changing circumstances. Holding and managing regular team meetings.
3. To carry out annual reviews of officers for whom the post has management responsibilities, including the setting of training requirements for the forthcoming year.
4. To liaise and negotiate with Members of the Council, Parish and Town Councils, other Council Services, applicants, the general public and members of other organisations and interest groups, on relevant town planning issues, in order to ensure compliance with Council objectives and policy.
5. To determine applications under the Town and Country Planning legislation within the Council's scheme of delegated decision-making, in accordance with the directions of the Development Manager.
6. To be responsible for case work including major or controversial planning applications.

7. To contribute to the enforcement of planning controls including carrying out investigations, preparing, agreeing and presenting reports on contraventions and acting as the Council's expert witness at Public Inquiries and in the Courts.
8. To prepare and review statements prior to Inquiries and other hearings, and to prepare Proofs of Evidence. To represent the Council as expert witness at Public Inquiries, Hearings and in Court and to coordinate the Council's case and negotiate with appellants and brief Counsel.
9. To take responsibility for the production of reports, associated documents and presentations in connection with the Planning Committee agendas and in accordance with agreed timescales
10. To prepare and review reports to Committee on planning proposals and contraventions.
11. To work with the other Team Leader to produce monthly reports for Members on Appeals and Enforcement.
12. To attend and present reports at briefing meetings, Members' site inspections and at Committee.
13. To liaise with Officers involved in the shared administrative and support service, and to monitor, review and implement agreed processes and procedures. To assist in implementing key actions contained in the Service Plan for Planning Services and assist in achieving continuing Service improvement.
14. To deputise for the Development Manager as required. To contribute to the development of planning policies.
15. To maintain up-to-date knowledge of relevant legislation and meet the requirements of continuing professional development for both self and team.
16. To assist the Head of Planning Services in maintaining good internal and external relations and ensuring that the Service demonstrates care and respect for its customers and a responsiveness to their needs.
17. To undertake such other relevant duties as may be required by the Head of Planning Services.
18. To be aware of and exercise personal and corporate responsibilities under the Health and Safety at Work Act and other related matters.

NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with Service needs, some tasks may need to change and any changes will be made in consultation with the postholder.