

JOB DESCRIPTION

POST: Strategic & Professional Lead – Development Management

DEPARTMENT: Place Directorate

REPORTING TO: Chief Planning Officer

RESPONSIBLE FOR: Strategic Team

GRADE: 7

MAIN JOB PURPOSE:

To act as Professional lead in relation to the Councils' Development Management functions including:

1. Ensuring high standards of professional advice, case consideration, negotiation, leadership and good practice within all development management planning activities
2. Ensuring successful, quality, strategic place-making through successful development management decision-making that will contribute to the successful delivery of the Councils strategies and plans for housing, good design and economic growth across its areas. To do so in ways that are effectively engaged with our communities, stakeholders, Councillors and customers.
3. Being responsible for promoting and signposting relevant cases, professional reports, analysis, social value impacts and other information including emerging government policy and guidance to safeguard and develop professional skills, experience and good practice within the Development Management service and the wider Directorate.
4. With partners where appropriate, being proactive in helping to facilitate the delivery of good design and sustainable development by promoting, negotiating,

securing and including through ensuring the delivery of new infrastructure, community and local facilities and affordable housing by means of the development management decision making processes. Lead and encourage other in professional good practice to ensure that sustainable development is delivered in a timely way.

5. Lead in ensuring high standards of customer care associated with delivery of the services and promote and encourage the development of professional skills and experience which further those high standards
6. Through professional leadership offer support, constructive challenge and advice to colleagues and partners including on corporate projects and strategy development (i.e., The Local Plan, Communities and Wellbeing Strategy, Economic Strategy, Transport Strategy, etc.) with appropriate political and professional insights
7. Using impact analysis and professional judgement to make balanced planning decisions outside the definitive policy framework and being adept at instigating creative and innovative solutions to achieve sustainable growth objectives whilst exploiting opportunities to optimise the delivery of the Councils' strategic outcomes.
8. Provide support to peers and collaborate with team leaders and Area Managers to enable effective performance and quality management and mentoring of colleagues throughout the service area. Safeguard consistent clear, timely and high-quality planning and planning enforcement decisions and recommendations where appropriate providing with strategic direction.
9. Lead in the encouragement of good practice in the application of planning and other relevant legislation, legal contexts and in the delivery of best practice in place-making within the Development Management service.

DUTIES AND RESPONSIBILITIES:

1. To professionally lead, promote and secure appropriate changes in behaviours, culture and practice, to ensure that the Development Management functions perform well in line with corporate aims, goals and objectives.
2. To help ensure that the Development Management functions effectively focus on quality strategically sound outcomes for our places in balance with national and service plan performance targets whilst delivering high standards of customer care.
3. To act as a lead specialist on all aspects of Development Management matters including appeals, ensuring that appropriate and politically articulate professional advice is given to Councillors, managers, colleagues and other stakeholders. To lead the Strategic team in the conduct of matters of strategic planning importance to the Councils.
4. To professionally lead and manage the representation of the Councils at appeal or in planning proceedings at court including where appropriate preparing evidence and attending inquiries and hearings and public examinations on behalf of the Councils. To instruct external professional consultants or seek legal advice where appropriate to the conduct of a development management or heritage application, appeal to challenge to ensure that relevant considerations are properly evaluated and robust decision making can be achieved and defended in decision making.
5. To actively participate in the service's management team and other relevant internal/external groups for the advancement of the teams and the Councils' objectives. To work with Area Managers and team leaders within the Directorate to safeguard and enhance the proper direction and management of service delivery teams and to work with other team leaders in the Council as necessary to promote co-ordination and efficiency in service delivery.
6. To support the Chief Planning Officer in the production and delivery of the Service Plan and associated business, service improvement and project plans, ensuring these are consistent with the Councils' Strategic Plan, relevant 'policy steers', statutory requirements and customer needs. To work in collaboration with the Strategic Planning Policy Team on issues of District-wide significance including but not limited to housing and commercial land supply delivery.
7. To assist with the delivery of relevant areas of the Development Management Service Plan and performance management against agreed targets, initiating corrective professional action as necessary to support the implementation of these targets in line with the Councils' strategic aims and the concept of continuous service improvement.
8. To promote and safeguard good working relationships with developers, professional agents, councillors, parish/town councils, service providers, other

council officers, community organisations and members of the public and apply the highest levels of customer care towards maintaining those relationships and helping local communities to maximise the benefits of new development.

9. To represent the Councils at parish and ward meetings, helping to support, assist, facilitate and ensure the delivery of effective place shaping and community empowerment in collaboration with colleagues through Neighbourhood Planning, community led planning and other place shaping activities.
10. To identify best practice from elsewhere and use this to help the services deliver continuous improvement and support a performance management culture that consistently improves standards and delivers high quality, cost effective and efficient services.
11. To lead and develop good practice in the preparation of planning performance agreements and the delivery of co-ordinated service delivery and cost recovery under those planning performance agreements as part of the Councils charged service delivery offer. Where appropriate develop cross service and inter authority good practice in the management and delivery of planning performance agreements.
12. To work in partnership with other teams to ensure that the Development Management and Heritage services operates co-operatively, proactively and collaboratively across organisational boundaries to achieve Councils' objectives, ensuring the delivery of major new development, maximising the benefits of that development whilst continuing to look for ways to improve partnership working practices.
13. To actively engage in Development Management decision making with oversight of decisions to safeguard Quality, Performance and Consistency for the councils. To work in partnership with Area Managers and Team Leaders to deliver optimum approaches to "first instance" decision making. To lead the defence of such decision making at appeal or in legal challenges.
14. To be responsible within the strategic team for performance management, personal development, health & safety, welfare and retention of employees to ensure that the team continues to be able to deliver timely and appropriate services to the Council's customers. To ensure adherence to all HR policies and procedures within the strategic team.
15. To lead the delivery of strategic projects within development management activities including major planning applications, development briefs, masterplans, delivery plans or change management programmes within the service, as and when required, taking responsibility for managing resources effectively and ensuring high quality outcomes and outputs. To lead and encourage an appropriate 'development team' approach to the handling of major and complex planning applications where relevant engaging appropriate interdisciplinary and inter-authority inputs.
16. To assist the Chief Planning Officer in the efficient management and development of Development Management Committees, including chair and member briefings, Delegation Panels, liaison and specialist member training. To provide a professional lead to safeguard the proper application of officer

delegation procedures and other processes under the Councils Planning Charters and Constitutions.

17. To support the continued professional development of officers in the service in line with corporate and RTPI requirements, recognising gaps in personal skill/knowledge base and (in consultation with line manager) identify appropriate training and development necessary for retaining the expert level of skill and knowledge required within the role.
18. To exemplify through leadership and personal behaviour the Councils' values and appropriately challenge behaviour in others that does not reflect those values.
19. To promote equality and inclusion across all service provision and in employment practices, through best practice, personal example and appropriate policy initiatives.

Additional information

- a) Does this job require a DBS check? **Yes/No**
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. **Yes/No**
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. **Yes/No**

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	MEASURED BY: A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
Master's or equivalent degree in town planning. Chartered town planner member of the RTPI	AIP
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i>	
Considerable post qualification knowledge and experience in breadth and depth plus detailed knowledge of other relevant specialist areas e.g., planning law, heritage or environment sciences and the wider policy context in which the Councils operate. Professional expertise and experience in the development of policy and procedures, place shaping activities, strategic projects, community engagement and evaluation techniques. Proficient in being able to regularly analyse and interpret complex situations, for instance planning appeals or planning proceedings at court and mitigate risks and reputational impact for the Councils Adept at providing professional guidance, support as well as confidence to the organisation's leadership team, Elected Members, and other officers, on issues with significant and strategic implications Able to make frequent decisions, including those of strategic significance, using own initiative without ready access to senior colleagues.	AIP
SKILLS/ATTRIBUTES <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
Proven experience of managing highly complex or sensitive situations with internal teams, external partners, planning stakeholders and communities	AIP

Highly developed negotiating and persuasive skills to encourage others to adopt creative approaches to sustainable, high quality development. Ability to recognise issues of political sensitivity, risks and opportunities and reporting to senior management and elected members, as required, on a range of complex planning matters Proficient project management skills, including analytical and problem solving skills, coordination and completion skills and successful delivery of cross-cutting council projects Ability to inspire trust and confidence, to share knowledge and mentor others and to lead by example in lines with Our Values	
Empowering, valuing and developing our people	I/TP
Valuing our customers	I/TP
Being open and honest	I/TP
Taking ownership	I/TP
Being ambitious	I/TP
EQUALITY AND DIVERSITY	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).	A/I



Our Values

...we believe in



OUR PEOPLE

We empower, value and develop our people to work together as one dynamic and efficient team.



OUR CUSTOMERS

We care about delivering high quality, customer focused outcomes with our communities and partners.



BEING OPEN and HONEST

We are open, transparent and truthful.



TAKING OWNERSHIP

We take pride in our work and take responsibility for our actions.



BEING AMBITIOUS

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.



Accredited
2026

**MENTAL
HEALTH
AT WORK
COMMITMENT**

**DYING
TO WORK**



**EMPLOYER
RECOGNITION
SCHEME**

SILVER AWARD