

## **Job Description and Person Specification**

### **Job details**

Job title:	Principal Development Management Officer
Grade:	TBC
Reports to:	Lead Planning Officer
Responsible for:	N/A
Directorate and Service area:	Growth and Regeneration

### **Purpose of the job**

Through a combination of dealing with a personal caseload, and through the direction and oversight of junior officers and their caseload, to implement the policies and procedures of the Council with regard to the management of development.

Ensure the timely processing of planning submissions and related activities such as appeals, in accordance with national and local performance targets. To investigate, assess and take appropriate action in respect of alleged breaches of planning control to safeguard the environmental quality and amenities of North Northamptonshire, and maintain public confidence in the planning system.

Supervise, mentor and/or direct staff as required, including all aspects of performance management and training and development needs.

### **Principal responsibilities**

Generic:

1. Support senior colleagues and Managers in the Planning Service with all day-to-day operations within the framework of delegated authority and operational guidelines.
2. Supervise, mentor and/or direct assigned staff, and deputise for the Lead Planning officers in staffing matters as required.
3. Support the preparation and maintenance of Personal Development Plans, performance appraisals and reviews for all assigned staff. Annually review job descriptions and to ensure records are kept of all training and development undertaken by staff within the team. Mentoring other team members and deputising for the Lead Planning officers and Managers as required.
4. Ensuring the highest levels of customer service.
5. Support initiatives and all aspects of process improvement and systems review where needed.
6. Take responsibility for personal development and continuous improvement to develop a thorough understanding of current issues, processes, legislation or systems.
7. To maximise personal productivity, minimise errors and produce high quality and timely work outputs.

8. Attendance at evening and weekend meetings/committees/exhibitions.

**Development Management:**

9. Assisting in the validation of planning applications and other submissions.
10. Dealing with a case load of some of the more significant planning applications, including the carrying out of site inspections, research, consultations and assessment of the case. Making appropriate recommendations in accordance with the policies of the Council.
11. Leading a team to deal with a caseload of planning applications and ensuring appropriate recommendations are put forward in accordance with the national and local policy framework.
12. Preparation of Committee reports on planning and other applications, to include presentation of reports at the Planning Committees.
13. Negotiating where appropriate to improve development proposals.
14. Negotiating financial contributions with developers to meet infrastructure requirements.
15. Providing advice and assistance to the public, prospective applicants, and others about more complex planning proposals.
16. Liaison with other sections of the service, other sections of the Council and other bodies to ensure full consideration is given to all factors relating to proposed developments.
17. Preparation of statements and representing the Council as an expert planning witness at hearings, inquiries or in Court.
18. Dealing with service complaints (where appropriate) in accordance with the Council's corporate complaints procedure; assisting the Local Government Ombudsman where necessary in their investigations.
19. To represent senior colleagues at formal and informal Council meetings, internal/external Working Groups and meetings with Government, outside bodies/agencies, Parish Councils and public meetings.

**General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and

circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>A relevant degree or equivalent qualification to allow access to Chartered membership of the Royal Town Planning Institute (or equivalent).</p> <p>Chartered membership of the Royal Town Planning Institute (or equivalent), or demonstration of eligibility for full Chartered Membership.</p> <p>Demonstration of extended experience and success either of being responsible for a range of major planning applications, or largescale/complex planning policy projects.</p>	
Experience and Knowledge	Extensive knowledge of the English plan-making system, including legislation, the National Planning Policy Framework and best practice advice.	Emerging knowledge or experience of coaching, mentoring, and supporting the professional development of others.
Abilities and Skills	<p>Highly capable and effective communicator in verbal (including presentations) and written forms requiring limited supervision and revision, and proficient in writing clear and concise reports for different audiences and purposes.</p> <p>Able to deliver excellent customer service under pressure</p> <p>Computer literate</p> <p>Good organisational skills</p>	Capable negotiator and facilitator, who is able to build effective relationships and achieve co-operation from other colleagues, Councillors, stakeholders and members of the local community.

Attributes	Essential criteria	Desirable criteria
	<p>Able to travel independently to multiple sites across the Council's administrative area to undertake site visits on a frequent basis (3-5 times a week), or further away to attend meetings and events on behalf of the Council. For example, the ability drive with access to own transport.</p> <p>Good time management skills</p> <p>Good personal presentation</p> <p>A team player</p> <p>Confident and assertive</p> <p>The ability to carry out site visits or investigations on a variety of outdoor locations including domestic properties, overgrown land, and building sites. Must be able to use ladders and scaffolding and be able to walk across sites with uneven ground conditions</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	
Additional Factors		