

Job Description and Person Specification

Job details

Job title:	Lead Planning Officer – Development Management
Grade:	TBC
Reports to:	Head of Development Management and Enforcement
Responsible for:	Matrix management of allocated staff across Planning Services
Directorate and Service area:	Growth and Regeneration

Purpose of the job

To support the Head of Development Management and Enforcement to lead on all matters for which they are given responsibility in operational management of the Council's Development Management and Enforcement functions.

Support the Head of Development Management and Enforcement in the development and implementation of plans and strategies to transform the Council's Development Management and Enforcement functions through partnership working across the Council and with external stakeholders. Working to understand customer needs and to deliver a consistently high performing, cost effective and robust service that meets those needs and delivers high quality places across North Northamptonshire.

Principal responsibilities

Generic:

1. Direct and oversee all day-to-day operations, within the framework of delegated authority and operational guidelines, to ensure services within Development Management and Enforcement are delivered in accordance with legislation, corporate objectives, service plans, performance management systems and approved budgets.
2. Direct, oversee or personally undertake (as appropriate) all actions to deal with planning applications, and/or alleged breaches of planning control, including the carrying out of site inspections, research, consultations and assessment of the case. Overseeing the operation of appropriate mechanisms to ensure appropriate recommendations are put forward by all officers in accordance with the national and local policy framework.
3. Manage all assigned employees (permanent, temporary, seconded and agency). Direct, oversee or personally undertake (as appropriate) the preparation and maintenance of Personal Development Plans, performance appraisals and reviews for assigned staff. This shall include the provision of mentoring and support, annual reviews of job descriptions, and a responsibility to ensure records are kept of all training and development undertaken by staff within the team. Provide leadership for the team in fostering and demonstrating an organisational culture aligned with our Corporate Values.

4. Direct and oversee the work of others to ensure the highest levels of customer service.
5. Support initiatives and all aspects of process improvement and systems review where needed. Manage the implementation of change and build and maintain an enthusiastic and committed workforce with a 'One Team' approach.
6. Model good behaviours and set a benchmark for professionalism.
7. Attendance at evening and weekend meetings/committees/exhibitions, and the ability to undertake site visits or attend meetings away from North Northamptonshire offices as required.
8. To represent senior colleagues at formal and informal Council meetings, internal and external Working Groups and meetings with Government, outside bodies and agencies, Parish Councils and public meetings.
9. Lead Special Projects which may from time to time arise.
10. Support the Head of Development Management and Enforcement in the development and implementation of plans and strategies to deliver the transformation of the Council's Development Management and Enforcement functions, including its digitalisation, securing the harmonisation of service provision, continuous improvement and efficiency within all functions of the Service.
11. Support the Head of Development Management and Enforcement, and take responsibly for assigned tasks, to manage the financial resources, service-specific ICT systems and specialist plant and equipment, in accordance with the Council's policies and procedures, budget system and constitution.
12. Support the Head of Development Management and Enforcement, and take sole responsibly for assigned tasks, topics or areas, to ensure all decisions taken and processes carried out are lawful and that relevant legislative requirements are acted upon appropriately.
13. To provide professional and technical guidance and advice for all aspects of the Council's Development Management and Enforcement functions to senior officers, Corporate Leadership Team, elected members, other employees and members of the public. This may include preparing for, and appearing, at public inquiries and similar processes to represent the Planning Authority.
14. Ensure the efficient running of the Council's Planning Committees. Direct, oversee or personally undertake (as appropriate) the preparation and sign-off of reports, the presentation of items at committee. The post holder will be required to attend committees, boards, panels and other meetings to meet the operational needs of the Service.
15. To investigate complaints made in relation to the Service, or against members of staff under the management of the post holder, and to work in coordination with the Council's Complaints & Compliments Team to ensure that such complaints are appropriately responded to in a timely manner.
16. To support both internal and external auditors when an area of responsibility is subject to audit proceedings and to ensure that all audit recommendations are completed in a timely manner.
17. To deputise for the Head of Development Management and Enforcement in their absence.

Major and Strategic Sites:

18. Lead or direct the work of others through effective project management of workstreams for the development of policy, and other planning and design guidance, needed to secure the policy framework to bring forward major planning projects within North Northamptonshire such as Sustainable Urban Extensions.
19. To lead or direct the work of others in the facilitation of the preparation of public participation exercises and other forms of community engagement, including representing the Council at exhibitions and meetings related to major developments.
20. Assisting in the validation of major strategic planning applications and other related submissions.
21. Individually, or leading a team to deal with a caseload of major strategic planning applications, and related submissions, including the carrying out of site inspections, research, consultations and assessment of the case. Making appropriate recommendations in accordance with the national and local policy framework.
22. Support the investigations into alleged breaches of planning control affecting a major strategic site, or its delivery.
23. Preparation of Committee reports on planning and other applications, to include presentation of reports at the Planning Committees.
24. Providing advice and assistance to the public, prospective applicants, and others about major strategic planning proposals. Providing effective customer liaison and information to all in actual and alleged breaches of planning control.

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 a comprehensive track record of both: (i) being responsible for a full range of planning applications, including or largescale/complex proposals; and (ii) of supporting and overseeing the work of others to deliver on a range of planning proposals.</p>	<p>Management qualification</p> <p>Prepared to study for a vocational management qualification or similar</p>
Experience and Knowledge	<p>Extensive knowledge of the English planning system, including legislation, the National Planning Policy Framework and best practice advice.</p> <p>Experience of working at a senior level for a Local Planning Authority.</p> <p>Knowledge and understanding of key operational issues affecting Development Management and Enforcement functions both nationally and locally.</p> <p>Significant experience of negotiating with developers to agree developer contributions, Planning Performance Agreements etc.</p>	<p>Experience of line management, including coaching, mentoring, and supporting the professional development.</p>

Attributes	Essential criteria	Desirable criteria
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 travel independently to multiple sites across the Council's administrative area to undertake site visits, 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>Ability and willingness to attend evening committee meetings.</p> <p>The ability to carry out site visits or investigations on building sites, including working on ladders and scaffolding and in uneven ground conditions.</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.
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		