

Job Description

Job Title: Development Management Officer (DMO)

Grade: P1

Reports to: Principal Planning Officer – Development Management

Overall purpose of the job

To deliver development management services to contribute effectively to the quality of life for the people of Cambridgeshire by supporting growth and the economy of the County.

To provide professional and technical advice, support and capacity in relation to the discharge of the Council's development management responsibilities for minerals and waste and county council developments, including site monitoring duties where required.

To project manage a caseload of planning applications, prepare and present reports to Planning Committee, undertake site monitoring visits and represent the Council at planning appeals, inquiries and hearings.

Main accountabilities

1.	<p>Customer and Delivery Focus</p> <ul style="list-style-type: none">• Deliver customer oriented services for the business area within Place & Economy as directed by the Service Plan.• Implement strategies for the delivery of services and support which engage directly and appropriately with partners and consumers.• Organise and oversee the delivery of timely planning recommendations within the development management function, to ensure customer focussed and sustainable development solutions.• Communicate clearly and appropriately with different audiences.• Monitor and evaluate the performance of activities within development management and make recommendations to lead officers in relation to improvements required.
2.	<p>Service & Expertise</p> <ul style="list-style-type: none">• Provide professional expertise for the Service in relation to planning applications for minerals and waste and county council developments.• Take a lead on aspects of service expertise within development management, as appropriate and deal with enquiries that require additional knowledge and expertise.• Develop and maintain knowledge and contribute to sub-regional and local developments relating to the business area in order to ensure effective service delivery.• Impart knowledge and expertise on development management through mentoring and coaching of other staff.• Provide updates to management team and staff on emerging issues in development management including writing reports for committee, undertaking site monitoring visits and preparing appeals evidence.• Identify future development and areas of concern relating to development management and work collaboratively with the management team and other officers to identify appropriate resolution or action.

3.	Partnership working and co-operative working <ul style="list-style-type: none"> • Develop and promote partnership working with a range of stakeholders in order to achieve service objectives. • Develop effective internal and external partnerships and work with a range of stakeholders including other authorities and key organisations in Cambridgeshire in order to maximise the effectiveness and efficiency of service delivery. • Exchange relevant information with internal and external stakeholders and organisations in order to ensure a mutual awareness and understanding of key issues.
4.	Project work <ul style="list-style-type: none"> • To project manage a full caseload of planning applications, prepare and present reports to Planning Committee, undertake site monitoring visits and represent the Council at planning appeals, inquiries and hearings. • Co-ordinate and lead projects including compliance and enforcement action and monitoring approved SuDS schemes ensuring engagement with identified participants. • Support and manage project work to ensure that objectives are delivered within required quality, time and budget targets. • Inspire people to contribute to corporate projects in order to see the delivery of better outcomes. • Ensure value for money outcomes and quality development schemes are achieved.
5.	Advice and Support <ul style="list-style-type: none"> • Provide advice to customers, colleagues and key stakeholders in relation to the expertise and activities of the business area e.g. pre-application and planning application negotiations. • Provide support to partner organisations in relation to the activities of the business area in order to facilitate effective joined-up working.
6.	Representation, Communications and Liaison <ul style="list-style-type: none"> • Represent the business area and Service at meetings with internal and external stakeholders in order to ensure effective communications. • Support effective communications between the business area and its customers, partners and key stakeholders. • Contribute to the wider work and business areas of the Directorate through participation in working groups, as appropriate. • Ensure that any wider CCC issues encountered are fed back to the appropriate team. • Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Essential/ Desirable
GCSE or equivalent and degree, HND, NVQ Level 4 or equivalent experience;	E
Recognised qualification in land use planning and eligible for chartered membership of the Royal Town Planning Institute (MRTPI).	E
Planning enforcement qualification	D
Urban design qualification.	D

Minimum levels of knowledge, skills and experience required for this job

Knowledge/Skill/Experience requirements	Essential/ Desirable
Demonstrable experience of working in a service related planning and development management service.	E
Demonstrable track record of successful working in a service delivery role.	E
Good understanding of the purpose and working of the business area.	E
Ability to deliver services in line with an agreed Service Plan.	E
Good knowledge and understanding of any relevant legislation appropriate to the business area expertise.	E
Good knowledge of the structure and organisation within the business area at local and national level.	E
Ability to coach and mentor other staff members.	E
Ability to work in a safe manner.	E
Ability to deal with and respond to complex enquiries and complaints.	E
Ability to represent the business area and service with elected members, senior officers and key stakeholders.	E
Experience of planning related site monitoring and enforcement.	D
Urban design and project management.	D
Knowledge of the structure of local government.	D
Knowledge of structures and systems of key partners of the business area.	D
Ability to plan, organise and ensure that deadlines and agreed targets are met.	E

Good report writing skills.	E
Ability to present information to a variety of audiences including elected Members.	E
Ability to negotiate with customers and stakeholders.	E
Ability to use IT systems.	E
Ability to work as part of a team and lead key areas of work.	E
Excellent interpersonal skills.	E
Logical reasoning and analytical skills.	E
Ability to adapt and willingness to get involved in a variety of activities, including secondment opportunities on behalf of the authority.	E
Ability to work on own initiative and ensure that service objectives are achieved.	E
Ability to prioritise workload.	E
Sound diplomacy skills.	E
Ability to mentor and develop others.	E
Commitment to ongoing personal and role development.	E
Commitment to continuous service development.	E
Flexibility to work outside normal office hours.	E
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	E
Flexibility to work from home or other CCC locations.	D
Ability to travel around the county to areas where public transport is limited.	D