

MALDON DISTRICT
COUNCIL

Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk



Development Management Team Leader (SD2329)



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| Job Title | Development Management Team Leader | (I SCP 33-36) |
| Service Area | Place, Planning & Growth | |
| Grade | I (SCP 33-36) | |
| Job Reference | SD2329 | |

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| Reporting to | Responsible for |
| Development Management Team Manager | Senior Planners & Planners |

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| Team Purpose |
| Ensuring effective, timely and compliant ways of working that enables the organisation as the Local Planning Authority to deliver Development Management outcomes for customers. |

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| Role Purpose |
| The role will also provide professional advice commensurate with the seniority of the role to customers in line with statutory regulations, legislation, professional codes of conduct and council policies. The role will be responsible for the sign-off householder and other applications including Lawful Development Certificates under Part A of the Town and Country Planning (General Permitted Development) Order 2015 (as amended). The role will also manage its own case load comprising the district's most technically complex planning applications, pre-application advice, Planning Performance Agreements, planning appeal hearings and public inquiries and Section 106 negotiations. To lead and support the develop of Senior Planning Officers and Graduate Planners in the delivery of a high quality, customer focused Planning & Implementation service with high standards of advice and quality work throughput through support and mentoring. |

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| Key Accountabilities |
| <ul style="list-style-type: none"> • Handling the caseload of the most technically complex and contentious planning applications and pre-applications with particular emphasis on larger developments including negotiating. S106 agreements, Planning Performance Agreements (PPAs) acting as the single point of contact for their customers and providing resilience and flexibility within the service. • Undertake work in accordance with internal and external processes for compliance with legislation and regulations. • Complete the workload associated with planning appeal hearings and public inquiries. including Statements of Case (SOC), negotiating Statements of Common Ground (SOCG) |



and representing the Council as an Expert Witness at those appeals either alone or in collaboration with other Planning or Enforcement Officers, legal barristers and/or external Consultants and witnesses.

- Deliver customer-focused specialist advice and services in Development Management
- Lead the professional development of Senior Planning Officers, Graduate Planners and Technical Support colleagues, as necessary, through case allocation, case reviews & monitoring, direct professional guidance, and mentoring.
- Working collaboratively with colleagues across the wider Planning & Implementation department, the wider organisation, as well as Members and proactively managing key relationships with partners including Essex County Council and Local Councils and other stakeholders.
- Access and accurately update all relevant information systems and electronic filing systems, at both a customer and back-office level ensuring that the master customer record is updated and maintained through verification and validation, and in accordance with Data Protection principles.
- Prepare and present reports to Area Planning Committees, District Planning Committee, and other internal and external meetings.
- Ensure own personal and professional development is maintained including keeping up to date with relevant law, policies, working practices and procedures.
- Acting as member of corporate or community project teams - providing planning advice and input, whilst managing any professional conflicts of interest in accordance with Codes of Conduct.
- Owning key professional and technical stakeholder relationships on behalf of the Council relevant to day-to-day delivery of services or projects.
- Lead and manage the recruitment and professional development of Senior Planning Officers and Graduate Planners, supported by the Development Management: Team Manager and ensure case and other related work is managed effectively including appraisals, identifying training needs, and that all issues affecting team performance and individual welfare and wellbeing are identified and acted on.
- Work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary and cross-organisational groups and task teams.
- Assist with activities which deliver continual improvement of the Planning & Implementation Department including Service Plans and SMART targets and reviews.
- Deputise, as appropriate, for the Development Management: Team Manager as a representative of the Development Management Team at meetings and in the management of the team in their absence.

Ways of Working

Collaborative working

Demonstrate self-awareness and an understanding of the values of others to build effective working relationships.

Develop and maintain relationships with both internal and external customers, interacting through multiple channels.



| Ways of Working | |
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| Supporting corporate projects | Input to and implement strategies, policies, service and financial plans, to ensure statutory and corporate targets are met and provide best value for the council. |
| Knowledge of services | In-depth understanding of specialist area, being professionally qualified in one and good understanding of the operation of another. |
| Performance | Ensuring a focus on team performance. Provide staff with positive leadership, guidance, coaching, direction, and motivation that harnesses the strengths and talents of individuals, achieves their maximum contribution to the organisation and promotes their personal development. |
| Teamwork and working with others | As part of the Development Management Team, work collaboratively across the Council to provide a seamless service to customers, collaborate on corporate projects and engage positively and effectively with Members, partners and other stakeholders. Conduct self and work in ways which encourage communication and empowerment within the team. Develop skill levels of self and others to support multi skilling and knowledge transfer. |
| Strategy and policy | Support projects and contracts within own professional area that deliver community and corporate objectives. Provide planning advice and input to corporate projects. |

Person Specification

| Qualifications |
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| <p>Educated to degree level in town planning or related subject, or at least 5 years' experience in working in a planning environment either in development management, planning enforcement or planning policy.</p> <p>Eligibility for Membership of the Royal Town Planning Institute or equivalent body.</p> <p>Evidence of Continuous and Professional Development (CPD)</p> |



Knowledge, Skills, Ability, and Experience

Knowledge

- Thorough working knowledge of practices/methodologies of Development Management and its interaction with the authority's other responsibilities
- Thorough working knowledge of legislation, guidance, regulations, orders, and procedures relating to development management and planning appeals.
- Proven ability to give sound advice and guidance on a broad range of cases, topics and issues.

Skills and ability

- Proven ability to handle complex and contentious issues and cases and take necessary and measured action to reach a resolution in line with council's powers and responsibilities in relation to statutory built and natural environment designations in the district.
- Proven ability to support Senior Managers in leading, mentoring, and coaching staff in a hybrid working environment including supervising cases, setting clear targets and SMART objectives and proactively managing workflow, priorities and performance.
- Ability to liaise and negotiate with applicants, agents, developers, and statutory consultees.
- Able to effectively manage own changing priorities in a fast-paced environment and plan workload to ensure deadlines are met.
- Ability to identify risks and manage competing priorities for self and team.
- Excellent time-keeping and organisational skills to ensure effective management of electronic and other information including diary management to ensure openness, setting an appropriate standard for the team.
- Developed and effective and adaptive verbal and written communication skills including providing compelling and factual case reports and communications to professional and nonprofessional customers.
- Confident using technology and Microsoft applications (e.g. Office 365, Word, Excel, PowerPoint) and service specific systems (i.e. GIS, Uniform, Civica, Academy etc.)
- Confident presenting skills to a wide range of stakeholders and remaining professional and composed under pressure.
- Ability to enforce legislation where appropriate.
- Demonstrable ability to effectively manage teams remotely and through hybrid working.
- Hold a Full Driving Licence and have access to a vehicle that can be used for business purposes.

Experience

- Experience in handling a wide range of planning cases covering different complexities.
- Experience dealing with substantive workloads to restricted timeframes.
- Experience in writing clear, logical, and robust reports to recommend the granting or refusal of planning applications and any accompanying appeal work.



| Knowledge, Skills, Ability, and Experience | |
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| | <ul style="list-style-type: none"> • Experience of attending formal meetings such as internal cross departmental meetings or external partner meetings and disseminating information in an effective way • Desirable to have experience in the Development Consent Order process of Nationally Significant Infrastructure Projects. • Experience of process improvement ensuring all processes are fit for purpose meeting customer and/or service needs. • Experience of supporting effective junior staff management which is compliant with HR policy and processes. • Experience of working in the Public Sector or demonstrable knowledge of Local Authority regulation and governance arrangements |

| Special Requirements | |
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| Emergency Planning | A requirement of this role will be to attend emergency planning training. The role holder will be required to support the Council's emergency planning response. Where necessary this will include unsociable hours. |
| Election Duties | <p>This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this will include working unsociable hours.</p> <p>A separate payment for election duties will be made as determined by the regional Elections Committee</p> |
| Political Restrictions | <p>This role is politically restricted.</p> <p>Under the provisions of the Local Government and Housing Act 1989 ("the 1989 Act") this role is classed as a politically restricted post as a 'sensitive post'. See <i>Politically Restricted Procedure note for more detail.</i></p> |
| Disclosure Barring Scheme | This role does not require a DBS. |

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| Standard Terms | <ol style="list-style-type: none"> 1. To comply with appropriate legislation, service and council policies. 2. All employees have responsibility under the Health and Safety at Work, etc. Act 1974. These responsibilities are laid out in the council's health and safety policy and procedures. 3. To support and be committed to the council's policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults and expects all staff and volunteers to share this commitment. |
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4. To support the council's equalities and diversity policies.
5. To operate within the council's IT policies and data protection rules and regulations.
6. To operate within the council's financial regulations.
7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines.
8. To participate in internal committees and departmental working parties to ensure continuous improvement as required.
9. Any other reasonable duties as may be required from time to time

Competency Framework

Central to the delivery of the role are the council's values and behaviours and all employees are expected to work within the council's Competency Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:

| Maldon behaviours [competencies]: | |
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| Core Competencies - All Workforce | |
| Communicating | Expressing information in the best way and timescales that ensure clarity and understanding and responding in the most appropriate manner. |
| Managing and Leading People | Providing direction and support to those we work with to ensure service excellence. |
| Customer Focus | Taking into account customer needs, striving to meet them and providing the best service to our customers and colleagues. |
| Planning and Managing Work | Planning and managing work to meet individual, team and service objectives whilst achieving quality and value for money. |
| Analysis and Problem Solving | Assessing and interpreting information in order to support work activities, identify issues and aid problem solving. |
| Initiative and Decision Making | Taking the right action, based on what we know and being responsible for what happens. |
| Developing Self | Committed to developing own skills, knowledge and abilities to enhance capability. |

| Leadership Competencies | |
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| Providing Direction | Shaping a vision and environment that enables, inspires and influences others, providing them with a clear sense of direction and purpose. |



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| Collaborative Working | Developing alliances and engaging effectively with partners and stakeholders for the benefit of the Council. |
| Change Management | Embracing change and continuous improvement for a more effective Council. |
| Achieving Success | Providing excellent leadership to help others perform at their best and create effective and efficient service delivery. |

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the postholder.

This job description will be subject to regular review and the council reserves the right to amend or add to the details.

Key Policies

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with health and safety policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the council has to deal with the results of a civil emergency.

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| Signed (Job Holder): | | Date: |
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