

Job Description and Person Specification

Post Title: Development Services & Enforcement Manager

Reports to: Planning & Strategic Growth Group Manager

Scale: 9

Politically Restricted: Yes

Overall Purpose

1. To manage and be responsible for the Development Service and Enforcement Team, including direct line management.
2. To work closely with and assist the wider Group to ensure that all functions and performance are constantly kept under review and improved and that the Group is able to respond to events and workloads as appropriate, instilling a culture of Systems Thinking and a customer focussed approach.
3. To take a positive and proactive lead in the delivery of high-quality sustainable development in the District and make development acceptable in Planning terms.
4. To contribute to the overall effective management and coordination of the Group as part of the Group management team.

Key Roles, Tasks and Responsibilities

1. To effectively manage the Development Management and Planning Enforcement section ensuring that the teams respond appropriately to demand and perform effectively and efficiently. Monitoring the ability of the teams and specialists (internal and external) to cope with workloads, planning ahead for predictable events and managing leave, motivation and development.
2. To lead the Development Management and Planning Enforcement section, providing clarity of purpose and expectations. Monitoring and discussing performance regularly and frequently with the team and with individual members when appropriate.
3. Working with the Development Management and Planning Enforcement Team Leaders and wider teams to ensure resources are allocated according to capacity and capability and work streams are integrated to strengthen and form links across all areas.
4. Working with the wider Group to ensure a consistent approach to major projects, s106/CIL and enforcement is coordinated and delivers the best outcomes for the District.

5. To work closely and liaise with the wider Group to deliver a holistic, consistent, single team approach in relation to the delivery of development management, planning policy, economic development, housing strategy, design standards, major projects, s106/CIL and enforcement to deliver the best outcomes for the District.
6. To develop and retain extensive, specialist and up to date knowledge of development management legislation and regulations to include identifying and analysing new statutory requirements and ensuring that the implications for service delivery are fully realised and appropriate actions undertaken to deliver the greatest benefits for the service and wider Council functions.
7. To deliver innovative, pro-active, and continuous improvements to the service and work positively towards delivering agreed outcomes, delivering an open culture within the section where proposals for change are welcomed in the interests of improving the delivery of the service
8. To successfully manage change within the team and build effective communication networks across all Planning work functions and areas.
9. To assist or determine applications which fall within the scope of the delegation scheme to officers.
10. To direct and co-ordinate work on planning applications in relation to Listed Buildings and Conservation Areas, including co-ordinating and supporting the defence of planning appeals.
11. To lead on the delivery of specialist and assigned projects.
12. Provide expert, timely, accurate and customer-focused advice and guidance on development management to the wider Council, Members, Parish Councils, partners and customers.
13. To facilitate a positive collaborative working relationship with key stakeholders by maintaining regular and effective liaison with partner agencies to aid the delivery of projects.
14. To hold Proper Officer appointments specified from time to time in the Council's Constitution and to hold such appointments on outside bodies as specified by the Council/Cabinet Executive/Chief Executive and carry out work for or on behalf of outside bodies as required.
15. To support and advise members of the Council, Cabinet Executive, Development Control Committee, Scrutiny and other meetings on relevant matters
16. To ensure officers within the service at all times comply with the Council's Constitution and any other policies, procedures or guidelines.

17. To lead on performance management for the service area, including data gathering, analysis, target setting and reporting, in accordance with current Council policy and to ensure relevant statutory requirements / performance indicators are met.
18. To manage assigned budgets and resources in accordance with Council policies/procedures and continually seek to maximise income, and secure efficiency gains and savings, including the negotiation and securing of Planning Performance Agreements and relevant funding opportunities.
19. Attendance at events, training course, and meetings outside of normal office hours will be required, including regular attendance at Planning Committee,
20. To maintain an up-to-date knowledge of best practice relevant to the job role, new legislation and local and national policy and all issues relevant to the function.
21. Any other duties as maybe required by the Planning & Strategic Growth Group Manager.

Post Characteristics

Allowances: Essential car user, payment of professional fees.

On call/emergency situations: No

Security/safeguarding checks: None

Health and Safety Responsibilities

1. To be familiar and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.
2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager or the Corporate Health and Safety Adviser for action.
3. To take reasonable care for health and safety of yourself and others.
4. To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements are complied with.
5. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety.
6. To maintain any Personal Protective Equipment that you are issued and required to wear, and to report any defects to your line manager.

Emergency Planning/Response Responsibilities

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

Person Specification

Knowledge

Essential:

Clear understanding of the concept of development management and enabling good development. (3, 4*).

Extensive, broad and detailed knowledge of Development Management law and procedures and the ability to interpret legislation, case law, guidance and policy in order to make accurate, consistent and informed decisions. (3, 4*)

Knowledge of key local government issues associated with the role and how those affect service delivery. (3, 4*)

Understanding of the way that development management relates to the wider aspirations of service delivery and achieving the delivery of the Council's wider aspirations. (3, 4*)

Developed understanding of political processes and of effectively managing politically sensitive issues (3, 4*).

A good working knowledge of the Microsoft suite of IT packages. (3, 4*).

Desirable:

Experience of working in a public sector environment (3, 4*).

Experience

Essential:

Extensive development management experience including team leadership and supervising and mentoring staff, with a Proven track record of motivation & retention and performance management (3, 4*).

Proven track record of preparing for and presenting evidence as an expert planning witness at Planning Informal Hearings and/or Public Inquiries. (3, 4*).

Managing and delivering culture change in a complex service delivery environment. (3, 4*).

Experience in, and an effective understanding of the issues involved in delivery of excellent customer service; ability to deliver services with a proper regard for equal opportunities, access and health and safety. (3, 4*).

Experience of communicating detailed technical information so that it is understood and maximised to its full potential by all users. (3, 4*).

Budget management and effective management of resources. (3, 4*).

Recent demonstrable experience of interpreting planning policy and either submitting or making recommendations/decisions on planning and other applications. (3, 4*).

Desirable:

Experience of service planning and development (3, 4*).

Experience of Planning Enforcement (3, 4*).

Skills/Abilities

Essential:

Effective negotiation skills and ability to build relationships across stakeholders, partners, creating open and transparent relationships based on trust. (3, 4*)

Takes pride in ensuring the delivery of high quality sustainable development (3, 4*).

Flexible and adaptable approach to doing whatever is necessary to deliver an effective and efficient service for residents that meets their needs and expectations (3, 4*).

Ability to lead and deliver sustainable, collective high performance through inspirational and motivational leadership of people, setting clear priorities and a strong approach to performance management (3, 4*)

High level and proven interpersonal skills (3, 4*).

Proven ability to foster and develop personal relationships that enable cross organisational collaboration and effective joint working (3, 4*).

Excellent written and oral communication skills sufficient to communicate at all levels, including report writing and presentation skills. (3, 4*).

Evidence of a genuine commitment to customer service excellence (3, 4*).

High and demonstrable analytical, problem solving and creative skills (3, 4*).

Ability to research and analyse complex data and to monitor performance against a given framework. (3, 4*).

High level of competence in Microsoft Office software – Excel, Word, Outlook & PowerPoint and working knowledge of GIS and Document Management Systems. (3, 4*).

Personal integrity and political sensitivity. (3, 4*).

Self motivated, productive, dynamic and innovative. (3, 4*).

High level of accuracy and attention to detail. (3, 4*).

Ability to work under pressure. (3, 4*).

Ability to organise own workload, prioritise and meet deadlines and make appropriate adjustments when required. (3, 4*).

Ability to work well within a team. (3, 4*).

Qualifications/Training

Essential:

A relevant professional planning qualification (3, 5*).

Evidence of continuing professional development (3, 5*).

Desirable:

Chartered Membership of the Royal Town Planning Institute (3, 5*).

Evidence of continuing professional development (3, 5*).

Other

Essential:

Full driving licence (3, 5*)

Use of a car for business purposes (3, 5*)

Ability to undertake site visits (3, 4*).

Ability to attend evening meetings (3, 4*).

Method of assessment*

1. Test prior to shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence

Job Description and Person Specification details:

Reviewed by: Planning & Strategic Growth Manager

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