

JOB DESCRIPTION

JOB TITLE	Principal Planning and Enforcement Team Leader
GRADE	PO12
REPORTING TO	Development Management Manager
JD REF	REG0030P(A)

PURPOSE

To manage the Development Management team and/or enforcement and tree officers overseeing the work of the team and ensuring statutory regulations are implemented correctly. The post holder will lead in the implementation of service improvement initiatives and to be an effective part of the management team for the service contributing to the team meeting its statutory, corporate and performance objectives.

MAIN DUTIES AND RESPONSIBILITIES

1. Manage a team of officers to ensure that the range of planning applications, enforcement, TPO, High Hedges and allied case work is processed in a timely manner in line with policies and procedures.
2. Assist the Development Management Manager in accounting for the budget of the service.
3. To take a leading role in the development, implementation and monitoring of various planning policies and programmes/initiatives to support and develop the work of the service and Directorate.
4. To take leading role in negotiating S106 legal agreements and monitoring any triggers to ensure any spend is properly accounted for.
5. Support officers and carry out direct negotiations with applicants, agents, consultees, prospective developers and members of the public to achieve positive outcomes at all stages of the planning process.
6. Liaison with officers of other departments of the Council, other local authorities and outside organisations/bodies.
7. Lead and manage any necessary prosecution proceedings and carry out relevant PACE interviews to ensure robust enforcing of the Planning and associated regulations.
8. Preparation and presentation of Proofs of Evidence and Appeal Statements for Appeals, either by written representations, informal hearings, public inquiries or Court.
9. Exercising the authority to take decisions on those applications or enforcement cases delegated to the Director of Regeneration and Place by the Council as Local Planning

Authority, in particular delegated decisions on planning applications and discharging planning conditions.

10. Present applications at Planning committee and liaise with Councillors on cases as necessary.
11. Providing supervision, guidance and assistance in the training, mentoring and development of junior members of staff.
12. Assisting the Development Management Manager with the promotion of the service to the customer and public at large.
13. To assist in the development and implementation of service improvement initiatives and new technology, as required.
14. Attendance, where appropriate, at inter-Authority meetings.
15. To adhere to all Council policy demonstrate the corporate values and ensure that such values are embraced by the staff

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications:

- To be a member of the Royal Town Planning Institute (RTPI) or eligible for membership.
- Educated to degree level in Town Planning or a related discipline.

Knowledge & Skills:

- To have an excellent understanding of Planning legislation and policy.
- A good understanding of the Local authority policies, practices and current challenges.
- Extensive and up-to-date knowledge of current planning legislation and best practice in relation to all areas of the planning service and local government.
- Excellent inter-personal skills together with strong oral and written communications skills.
- IT skills including Microsoft Office.

Experience:

- Extensive experience of working within a Local Authority Planning team.
- Experience of managing large and complex planning applications, resolving issues and negotiating successful outcomes.
- Experience of managing a Development Management and enforcement team and delivering service improvement.
- Experience of managing staff including demonstrable experience of managing performance and developing and motivating individuals

DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications:

- Additional management qualification.

Knowledge & Skills:

- Good understanding of tools for performance management.
- Good understanding of IT databases.



Experience:

- Experience of working directly with members and a wide range of stakeholders and consultees.
- Experience of working at a regional level and with a wide range of stakeholders.
- Experience of motivating and managing teams.

ADDITIONAL INFORMATION

The postholder must be able to travel across the borough

Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

DATE OF APPROVAL: NOVEMBER 2021

APPROVED BY: KATH LAWLESS (AD CHIEF PLANNER)

