

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Development Management Lead Specialist
Service Area / Team	Planning / Development Management
Reports to	Chief Planning Officer
Post Number	
Grade & Annual Salary	£48,911 - £53,261 (Grade I)
Politically Restricted Post	Yes (Politically restricted – sensitive)
DBS Requirement	N/A

JOB PURPOSE
<ul style="list-style-type: none"> To lead the Development Management Team alongside the Development Management (Strategic Sites) Lead Specialist and directly manage the Development Management Team Leader and CIL & Enforcement Team Leader so as to deliver a high quality, innovative and best value development management service.

MAIN DUTIES AND RESPONSIBILITIES	Frequency (daily/weekly/ monthly/annually etc)
To manage and lead the team of officers with responsibility for the delivery of development management, inclusive of all development management functions, planning enforcement and conservation.	Daily
To represent the council at high level meetings with developers, politicians, government officials, the public and other external stakeholders as required by the Chief Planner.	Weekly
To identify and implement innovation and change to the development management service in conjunction with the Strategic Development Manager.	Ongoing
To monitor the performance of the development management service and ensure targets are met, driving forward continuous improvement.	Weekly
To effectively communicate and engage with parish councils, councillors and applicants and be the key contact for all Development Management issues.	Weekly
To monitor the performance of the team, policies and procedures against performance indicators and put in place strategies and	Weekly

actions to improve performance, working with partner agencies where necessary to develop and implement quality processes that deliver excellence in performance.	
To assist the Chief Planner with financial and budgetary management and monitoring to ensure that the service is provided within budget, in a cost effective manner.	Weekly
To have a clear understanding of the Council's Corporate Plan and to assist the Chief Planner with the preparation of the Planning Service Plan.	Ongoing
To ensure planning applications and other matters are reported to planning and licensing committee in a timely manner, providing advice to the Chairman and wider Planning & Licensing committee on planning law, procedure and practice.	Weekly
To ensure the relationship between Planning and Business Support provides an holistic service for the customer.	Daily
To administer, manage and deliver an effective charging pre-application advice service.	Daily
To Ensure Community Infrastructure Levy and s106 requirements to mitigate the impact of development are included within planning permissions granted and that the monitoring of these agreements is carried out as appropriate.	Daily
To maintain an effective dialogue with the Planning Policy Manager on town planning and related matters, providing input to emerging policy.	Monthly
To deputise for the Chief Planner.	As required
To provide an effective, efficient and responsive enforcement service, including action in respect of derelict buildings and untidy sites in partnership with other sections of the service and the Council, and external partners where necessary.	As required
To determine planning and related applications where delegated by the Chief Planner and also exercise such other powers as may be delegated, including responding to formal complaints.	Daily
To deal with planning applications, prepare statements in connection with planning appeals and give evidence as an expert witness at public inquiries, informal hearings, and in court.	Weekly

CORPORATE RESPONSIBILITIES

- Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
- To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
- To actively demonstrate the values and behaviours of the council.

<ul style="list-style-type: none"> To ensure our customers are valued by taking into account their views and needs in all that we do.
<ul style="list-style-type: none"> To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
<ul style="list-style-type: none"> To communicate openly and honestly with colleagues, members and customers.
<ul style="list-style-type: none"> To undergo any training necessary to be able to fulfil the requirements of the job.
<ul style="list-style-type: none"> To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

ADDITIONAL INFORMATION	
Responsibility for Staff (direct reports)	2 FTE
Responsibility for Staff (indirect reports)	11 FTE
Financial / Budgetary Accountability <ul style="list-style-type: none"> Overall Accountability/control (£ value) Directly Managed (£ value) Income Generation (£ value) 	DA11 - £1000000 DA11 - £1000000 £800,000 planning applications £30,000 pre-app advice per annum
Responsibility for Physical Resources <ul style="list-style-type: none"> Vehicles / Equipment / Tools Information Systems Buildings / External Locations Maintenance Stocks / Supplies / Procurement 	Responsible for laptop and mobile phone. Responsible for accurately updating Salesforce system.
Responsibility for Service Contracts	Procuring consultants to undertake work as required. Managing contracts for agency staff. Invoicing when required.

The key decision making areas in the role

- Delegation to sign off planning applications, advertisement consent and other planning related applications.
- Recommending operating procedures for Development Management Services.
- Section 106 and CIL – negotiation and monitoring.
- Planning Enforcement Notices – determining whether to take enforcement action.

Committee reports – responsible for all reports that are reported to Planning & Licensing Committee

Reports and recommendations to CMT relating to Development Management and Enforcement matters.

Budget monitoring for code DA11.

Recruitment of staff within Development Management service.

The numerical measures in the role

Financial	Non-financial
<ul style="list-style-type: none"> • DA11 - £1000000 	<ul style="list-style-type: none"> • 200 enforcement complaints per annum
<ul style="list-style-type: none"> • Community Infrastructure Levy – Over £1m per year will be collected • Section 106 – Agreements may include clauses of £3m+, with multiple agreements to be managed • Invoicing and Purchase Orders for work – projects could be up to £100k 	<ul style="list-style-type: none"> • Approx 1600 planning applications per annum. • 20 appeals to the Planning Inspectorate per annum. • Complaints – stage 1, 2 and 3.

NATURE OF CONTACTS

Internal	<ul style="list-style-type: none"> • Employees • Managers • Corporate Management Team • Members • Environmental Health • Grounds Maintenance • Property • Legal • Business Support • Housing
External	<ul style="list-style-type: none"> • Parish Councils • Other local authorities • Natural England, EA, Historic England, • Agents and landowners • Developers and housebuilders • Members of the public • Government Inspectors • Legal representatives

	<ul style="list-style-type: none"> • Planning Inspectors • Kent County Council • NHS England • Kent Police
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WORKING ENVIRONMENT	
• Describe how and by whom the post is managed	The post is line managed by the Chief Planner with minimal supervision.
• Describe the level of initiative and/or independence expected	<p>On a day to day basis the post holder is expected to use their own initiative to manage their own workloads and priorities as well as that of the wider Development Management team including Major Projects and Enforcement. Internal scheme of delegation sets out delegation procedures.</p> <p>The post holder will have weekly one to ones with the Chief Planner to discuss complex planning applications, staffing issues, complex enforcement matters and performance of the service.</p>
• Location - Flexible	The post is based at the Civic Centre, Folkestone but designated as a flexible worker to enable mobile working as appropriate according to the service area requirements.
• Describe the level of IT competence and skill required for the post holder	The post holder will need to be competent at using standard Microsoft Office packages, as well as the ability to learn other IT software such as GIS, e-proc, Salesforce etc. The post holder will also need to have the ability to read and understand detailed plans in both 2d and 3d, visualise such plans within the 'real world' landscape based on the plans provided.
• Describe the working conditions	The post holder is expected to carry out site visits to construction sites or application sites as necessary. The post holder is also expected to make visits to members of the public, to offices to discuss planning applications that are raising complaints and to agree procedures with high level consultees such as Natural England or the Environment Agency. The post holder is able to agree with the relevant parties when these visits happen.
• Describe any emotional demands on the post holder	The post holder will deal with many situations where residents have a perception that they have been disadvantaged by decisions that have been made or applicants feel that their proposals have not been fairly treated. With planning decisions somebody is often aggrieved, be it the applicant or local people. Significant number of complaints over such matters.
• Describe any physical demands placed on the post holder	n/a

- **Describe any mental demands placed on the post holder**

Writing reports to Corporate Management Team.

Writing and checking detailed committee reports for a number of hours at a time.

Writing and checking enforcement cases and reports and ensuring legal compliance.

Carrying detailed research.

Responding to detailed complaints and requests.

Doing all of the above whilst managing a team, dealing with interruptions.

Managing a work load and delivering service plan requirements whilst new problems that are urgent emerge.

Being fully aware of emerging and existing legislation and ensuring service is delivered in accordance with such legislation – be it for planning legislation, Freedom Of Information, Data Protection.

Need to work with other services such as Environmental Health, legal and Housing.

Many of the above tasks require concentration over multiple days whilst also ensuring the service functions effectively.

Progression in Role

- **Starting – the required related knowledge / skills / qualifications and experience required at selection**

The post holder will need to be educated to post-graduate level in Planning, have significant experience of working as a chartered (RTPI) town planner (3+ years post RTPI) and have experience of managing a team of planners in Development Management. The post holder will also need to have experience of dealing with a wide range of planning applications, appeals, public inquiries.

- **Induction – what initial induction / training is required to become proficient in this role?**

During the first few weeks of employment the post holder will be expected to follow the basic corporate induction framework, attend the next available formal corporate induction session and complete any departmental induction requirements.

In addition, the post holder will need to complete a management/leadership qualification if they have not already got one.

The post holder would be expected to be able to present and manage the Planning and Licensing Committee and be an excellent public speaker.

The post holder would need to be trained in budget management using appropriate systems

The post holder would need to undertake regular 1-2-1s with Team Leaders and manage workload across the service

- **Proficient – how would this be displayed in the role?**

The post holder would be expected to manage and lead an effective and innovative Development Management service, delivering continuous improvement in performance and process. The post holder would need to be aware of issues within the service and work with the team to manage performance, expectation and delivery.

The post holder would need to ensure performance across the team meets national requirements for the determination of planning applications, whilst also meeting our own performance standards.

The post holder would be required to identify training needs of the team and ensure recruitment is carried out effectively, when required.

• **Advanced – what additional characteristics will be displayed?**

The post holder will be adept at explaining complicated planning matters to the general public and members, processing huge amounts of information relating to planning policy and law and assessing significantly complicated proposals against wide ranging policies.

The post holder will identify service improvements, test these and deliver new and innovative ways of improving performance. An example of this could be introducing new discretionary services, working with other authorities to share resources or trialling and using new IT solutions.

Folkestone & Hythe District Council Person Specification

Post Title: Development Management Lead Specialist

Important Information for Applicants:

The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. **If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.**

Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential <ul style="list-style-type: none"> ▪ Educated to degree level or equivalent. ▪ Professional qualification in Planning and membership of the Royal Town Planning Institute (RTPI). 	✓		
	Desirable <ul style="list-style-type: none"> ▪ Post-graduate qualification. ▪ Managerial qualification. 	✓		
Experience and Knowledge	Essential <ul style="list-style-type: none"> ▪ Extensive post qualification experience in planning work. (3+ years after RTPI) ▪ A proven track record of leading in the delivery of Development Management. ▪ The ability to use initiative to shape the direction of planning policy ▪ Demonstrable professional knowledge in Planning Policy and the technical matters involved in managing and assessing planning applications ▪ A good understanding and application of IT software used in planning work, such as GIS, Document Management Systems, Word, Excel, Outlook and online resources ▪ A thorough knowledge of current planning legislation and the issues relating to the local plan preparation and development management decision making 	✓	✓	

