

JOB DESCRIPTION



DEVELOPMENT MANAGER

1. DETAILS

Business Unit: Development Management and Building Control

Post Title: Development Manager

Team: Development Management

Grade: MMB - SMA

Work Base: Civic Centre, Addlestone

Working Hours: 37 Hours per week (flexible working subject to negotiation)

Prepared/Agreed by Ashley Smith

Date: January 2021

2. ORGANISATIONAL RELATIONSHIPS

Reports to: Corporate Head of Development Management (CHDMBC)

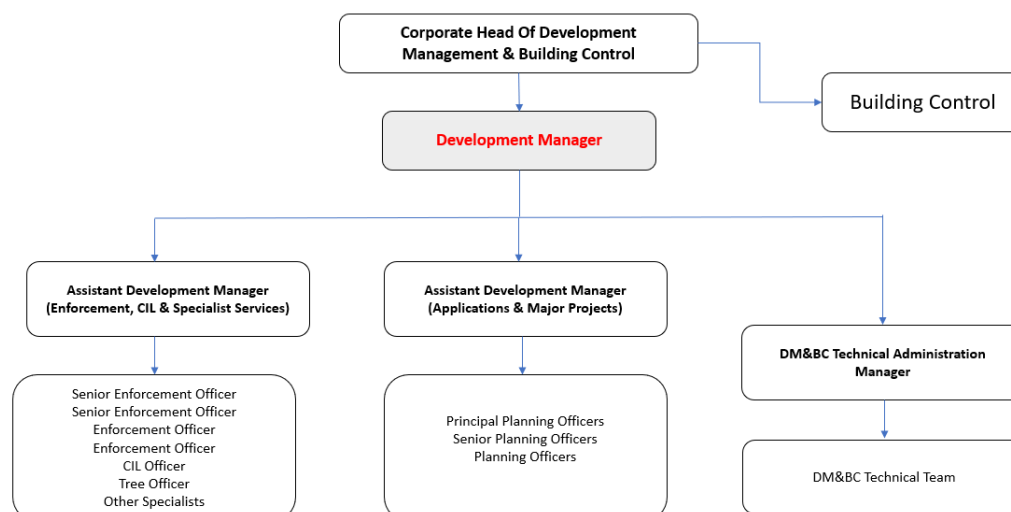
Directly Supervises:

- Assistant Development Manager (Enforcement, CIL and Specialist Services)
- Assistant Development Manager (Applications & Major Projects)
- DM & Building Control Technical Administration Manager
- Principal Planning Officers, Senior Officers, Planning Officers (Matrix supervision with ADM -A&MP)

Indirectly Supervises:

- Enforcement Officers
- CIL Officers
- Tree Officer
- Technical admin staff
- Consultants (e.g. Conservation officer)

3. SERVICE STRUCTURE



4. RESPONSIBILITY FOR FINANCIAL RESOURCES

- Responsible for the monitoring and assistance in control of Development Management budget in conjunction with CHDMBC.
- CIL gathering and monitoring (indirect via Assistant Development Manager - Enforcement, CIL and Specialist Services)

5. JOB PURPOSE & OBJECTIVES

To ensure that the Development Management Service, including Planning Enforcement, are managed efficiently and effectively to meet both the Council's own aims and objectives and its statutory responsibilities under the Town and Country Planning function.

To contribute to the corporate activities and responsibilities of the Council as a whole, including the support within the wider Planning Business Centre, the whole Council and with Partner organisations.

The main objectives of the job are to ensure that: -

1. The quality of work of the Development Management Team is of a high standard to contribute to the social, economic and environmental well-being of the Borough.
2. Targets set by Central Government, including Key Performance Indicators and quality and speed indicators, and the Council's own performance measures are met.
3. That timely and effective enforcement action is taken against breaches of planning control within the Borough.
4. That expenditure is within budget provision.

6. MAIN DUTIES OF THE POST

1. Responsible for the day-to-day guidance, supervision, appraisal, training needs and management of Development Management, management, staff and work.
2. Responsibility for the determination of defined delegated planning applications in accordance with the Council's delegation procedure.
3. Responsible for the monitoring of individual and team performances regarding planning applications, appeals, CIL and enforcement actions to meet the requirements of the Service Plan (or similar document) and statutory targets.
4. Responsible for monitoring and supervision of the use and development of a computerised planning application systems, including Document Management Systems for the Development Management Team.
5. To be actively involved or deal with the handling of the more complex and sensitive development proposals and enforcement matters.
6. To advise Elected Members, staff, applicants, professional agents and the general public on planning applications, development and enforcement issues.
7. To supervise and ensure the preparation of consistently high-quality reports and recommendations on planning applications and enforcement matters to the Planning Committee.
8. To attend and present items to the Planning Committee and recommendations on planning applications and enforcement matters to the Planning Committee.
9. Responsible for the co-ordination, supervision, completion and submission of high-quality appeals by all Planning and Enforcement Officers within the appropriate timescales.
10. To prepare written statements and proofs of evidence for appeals, attending Informal Hearings and Public Inquiries as an expert planning witness.
11. Responsibility for the co-ordination, supervision of staff, an external consultant and determination of High Hedges applications in accordance with the Council's delegation procedure and in accordance with the legislation.
12. Responsibility for complying with and commenting upon applications under the Licensing Act 2003 as a responsible authority in accordance with the statutory requirement and timescales.
13. To keep up-to-date and advise staff on current legislation and procedures affecting the Planning function.
14. Responsible for the maintenance and up-dating of public registers relating to tree preservation orders, telecommunication masts, high hedges, hazardous substances and enforcement notices, stop notices and breach of condition notices.
15. To deputise for the CHDMBC as required
16. Any other duties and responsibilities that may be reasonably allocated from time to time as necessary.

General

The above is a record of the main duties and responsibilities of this post at a given date. As necessary, following consultation, duties and responsibilities may change from time to time to meet the requirements of the service. Any such changes will be incorporated in a revised Job Description and, where appropriate, result in a re-evaluation of the grade of the post.

RUNNYMEDE BOROUGH COUNCIL

PERSON SPECIFICATION FOR DEVELOPMENT MANAGER

Essential	How assessed		Desirable	How assessed	
	A.F	Int		A.F	Int
<u>Education & Training</u>					
Chartered Town Planner (Royal Town Planning Institute or equivalent/or significant experience)	✓	✓	Management qualification	✓	✓
			Any other qualification in related disciplines	✓	✓
Worked at management level	✓	✓	Worked at management level in local authority	✓	✓
<u>Experience & Knowledge</u>					
Demonstrate extensive experience in development management and an understanding of the role of DM in the achievement of wider council and community objectives	✓	✓	Significant experience of working in a political environment	✓	✓
			Experience of enforcement work	✓	✓
Demonstrate extensive experience of undertaking and managing appeals	✓	✓	Experience of managing budget	✓	✓
Significant experience of proactively progressing planning applications for large / major schemes.	✓	✓	Experience of delivering process change	✓	✓
Excellent understanding of the general legal and regulatory frameworks and processes relevant to the work of local authorities	✓	✓	Experience of introducing new computer systems	✓	✓
Experience and ability to deliver tasks and projects, utilising project management skills	✓	✓			
Sound understanding of performance management	✓	✓			

<p><u>Personal Qualities/Personality</u></p> <p>Highly developed interpersonal skills especially influencing/ persuasion/ negotiation and finding suitable solutions to problems whilst remaining calm</p> <p>Promotes positive team culture and encourages and motivates individuals and team to achieve</p> <p>Leads and sets example for the desired behaviour and performance of staff</p> <p>Excellent and confident communicator (both verbal and written)</p> <p>Adapts positively to and influences change to drive modernisation and deliver continuous improvement to processes and services</p> <p>Political awareness to achieve effective working relationships with elected members and senior leadership team</p> <p>Commercial awareness actively exploring options for savings and efficiencies and generating income</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>			
<p><u>Skills</u></p> <p>Monitoring/Management of financial budgets to use resources fairly and responsibly</p> <p>Building strong network of collaborative relationships</p> <p>Lead, motivate, develop, support, and empower staff in a changing environment to deliver required outputs</p> <p>Ensuring individual and team priorities are focussed on wider strategic needs of an organisation</p>	<p>A.F</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Int</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>A.F</p>	<p>Int</p>

Managing remote/homeworking to ensure work outcomes are achieved whilst understanding individual/team needs.	✓	✓			
Able to make difficult decisions and display balanced thinking.	✓	✓			
Use of IT systems in general and to track progress towards goals and objectives.	✓	✓			
<u>Career Objectives</u>					
Keen interest in improving the quality of the environment.	✓	✓			
Desire to develop and progress a career in Planning and Local Government	✓	✓			
Enthusiasm for continued professional development.	✓	✓			
Commitment to building and developing effective teams.	✓	✓			
<u>Special Requirements</u>					
Evidence of self-management	✓	✓	Interest in how planning can positively influence climate change	✓	✓
Commitment to equality of opportunity	✓	✓			
Flexibility of approach to adjust to changing priorities.	✓	✓			
	✓	✓			
Full driving licence and vehicle available for work	✓	✓			
Evening meetings	✓	✓			
Deliver best outcomes for customers within cost effective service delivery	✓	✓			