



JOB DESCRIPTION

Division:	Planning & Regeneration Services
Job Title:	Team Leader Strategic Development
Grade:	PO4
Post Number:	P110
Base/Location:	Council Offices, Southfields Road, Loughborough
Responsible To:	Group Leader Development Management
Responsible For:	All Staff in the Major Development Team
Key Relationships/ Liaison with:	Officers at all levels of the organisation and elected representatives. Clients, architects, surveyors, designers, the public, government agencies, statutory undertakers and other local authorities and consultees.

Job Purpose	
	<ul style="list-style-type: none"> • To lead a team of professional planning officers in the management and delivery of strategic development proposals to ensure the timely delivery of growth in the Borough. • To ensure that the Council's ambitions for growth are effectively monitored, managed, and reported to maintain an appropriate supply of land and to fulfil the council's ambitions for growth are met • Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities	
1.	Lead and manage a team of professional planning officers and support staff in accordance with adopted service standards and defined performance indicators, particularly ensuring that all qualitative and quantitative performance indicators relating to development management are met.
2.	Assist and, when applicable, deputise for the Group Leader Development Management including attending allocating and signing off work and leading Plans Committee as required
3.	Manage the overall growth programme in Charnwood to ensure the timely delivery of projects (including robust, consistent and effective systems in respect of risk, financial management and the monitoring of project progress relating to Section 106 trigger points, condition discharge and

	other delivery mechanisms) to enable informed decision making by the Council and Strategic Growth Board and other statutory bodies.
4.	Work with the promoters of growth sites, specialists (including those from other internal service areas and external organisations as appropriate) to develop and implement innovative solutions to expedite the delivery of growth and maintain an appropriate supply of land.
5.	Work proactively in partnership with adjoining authorities, developers, Homes and Community Agency and other public and private sector partners to ensure the management and timely delivery of growth projects including sustainable urban extensions, housing and strategic employment growth in accordance with the Local Plan Core Strategy housing trajectory and agreed delivery programmes.
6.	Work positively with Senior Officers of the Council, external partners and developers regarding development possibilities on Council-owned and other land in the Borough and contribute to the design, bidding and negotiation of external funding and private sector investment opportunities which directly contribute to the timely delivery of growth.
7.	Assist in the appointment of consultants to advise on a range of issues, including writing briefs, procurement, overseeing and directing their work, and monitoring and reviewing their performance.
8.	Oversee the planning and provision of community infrastructure in the Borough (including compliance with legislation and regulation, implementation and monitoring) and to provide the service's lead in support of the corporate S106 Working Group as required.
9.	To lead the team's work towards the timely determination of planning applications and appeals with specific focus on strategic growth sites and appear as an expert witness for the Council at planning appeals, examinations in public, public inquiries and court hearings as required
10.	Liaise with and assist the Planning Enforcement team in the conduct of investigations and preparation of cases for enforcement action.
11.	To lead the personal development of team members by providing management, guidance and assistance as necessary and identify their training and development needs to ensure they have the skills needed to achieve agreed service related and corporate objectives.
12.	Contribute to the continuous improvement in the delivery of customer satisfaction ensuring all work is carried out to meet agreed expectations for customer service and defined performance indicators.
13.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Date Prepared/Revised: January 2018



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	Essential	Desirable	How assessed
Qualifications			
Degree/Further degree in Town and Country Planning or related subject.	✓		App/Doc
Membership of RTPI.	✓		App/Doc
Leadership qualification such as ILM Level 5 or recognised management qualification.		✓	App/Doc
Project management qualification or significant relevant experience	✓		App/Doc
Experience			
Substantial post qualification experience of development Management dealing with complex planning applications and appeals.	✓		App/Int
Experience of managing large scale projects within project management environments	✓		App/Int
Experience of Public Inquiries and Committee presentations.	✓		App/Int
Staff management and development.		✓	App/Int
Skills/Knowledge			
Ability to analyse complex planning issues.	✓		App/Int
Clear understanding of current law and guidance relating to development management.	✓		App/Int

PERSON SPECIFICATION

Use of specialist planning software.	✓		App/Int
Interpersonal Skills			
Good oral, presentation and written communication skills.	✓		App/Int
Effective negotiation skills.	✓		Int
Able to lead & motivate staff and promotion of team working.	✓		Int
Other requirements			
Commitment to teamwork.	✓		App/Int
Proactive, self-motivated and well organised so that agreed deadlines are met.	✓		App/Int
Able to influence others using tact and diplomacy and demonstrate political sensitivity.	✓		App/Int
Enthusiastic and able to work on own initiative.	✓		App/Int
Commitment to Customer Service and its improvement.	✓		App/Int
Mobility for travel around the Borough.	✓		Int
Willingness to work outside of normal office hours as required.	✓		Int
Must have the ability to work flexibly from the office, home or remotely as required.	✓		
An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓		App/Int
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		App/Int

Key:

App = Application form
Test = Test

Pre = Presentation
Med = Medical questionnaire

Int = Interview	Doc = Documentary evidence (e.g. certificates)
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