

## Folkestone & Hythe District Council Job Description

JOB DETAILS	
<b>Job Title</b>	Development Management Team Leader
<b>Service Area / Team</b>	Planning / Development Management
<b>Reports to</b>	Development Management Manager
<b>Post Number</b>	PG015
<b>Grade &amp; Annual Salary</b>	TBC
<b>Politically Restricted Post</b>	Yes (Politically restricted – sensitive)
<b>DBS Requirement</b>	N/A

JOB PURPOSE
<ul style="list-style-type: none"> <li>• To take a leading role in the delivery of an efficient and effective Development Management service.</li> <li>• To line manage/lead a team of professional planning officers who have a case load of planning and related applications and to be case officer for planning applications of a more complex nature.</li> <li>• To provide professional advice, information and guidance on all planning and enforcement matters and to make delegated planning decisions in accordance with the Council's scheme of delegation on behalf of the Chief Planning Officer.</li> </ul>

MAIN DUTIES AND RESPONSIBILITIES	Frequency (daily/weekly/ monthly/annually etc)
To manage a team of professional officers engaged in processing planning applications and associated work, including enforcement work where required.	Daily
To ensure that staff appraisals are carried out effectively and that the development requirements of the team are properly assessed in accordance with individual needs, team and service priorities and targets.	Ongoing
To provide advice and guidance as and when necessary to members of the team.	Daily
To monitor the progress and performance of the team and make recommendations regarding training requirements and staff development etc.	Weekly

To determine planning applications and other applications on behalf of the Chief Planning Officer where delegated by the Council in accordance with case law and planning policy.	Daily
To undertake the following duties connected with the planning application process: a) To determine whether proposals require planning permission (in accordance with legislation). b) To ensure that proper consultations are carried out (in accordance with legislation). c) To undertake site visits in order to determine any constraints on development. d) To negotiate a range of amendments to applications from minor to complex with applicants and other professionals e) To input decisions and data into Uniform and Civica. f) To prepare professional reports and be responsible for the content within the reports of team members on applications to be determined under delegated powers and by Committee. g) To deal with approvals and discharges of planning conditions and other planning related applications. h) To negotiate a range of section 106 agreements and other legal agreements.	Daily Daily Weekly Daily Daily Daily Daily Weekly
To prepare for and give evidence as an expert witness at public inquiries, informal hearings and in court.	When required
To prepare for and attend and provide expert advice on demand at Council and committee meetings and advise members on planning or related matters.	Monthly
To respond to queries and complaints in respect of planning matters relevant to the post holder's area.	Daily
To provide professional advice and information to prospective applicants, other officers of the Council and the general public.	Daily
To provide advice and guidance verbally and in writing to a variety of stakeholders using appropriate language and communication methods depending on the audience including to Councillors, Parish Councils, Agents, Applicants, Internal Staff, Statutory Consultees including the Environment Agency and Natural England as well as other government and non government agencies.	Daily
To actively suggest and take part in implementation of ongoing continuous improvements within the department particularly in respect of new Government procedures.	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.
- To ensure our customers are valued by taking into account their views and needs in all that we do.
- To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
- To communicate openly and honestly with colleagues, members and customers.
- To undergo any training necessary to be able to fulfil the requirements of the job.
- 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

<b>Responsibility for Staff (direct reports)</b>	6 FTE
<b>Responsibility for Staff (indirect reports)</b>	10 FTE (includes all officers)
<b>Financial / Budgetary Accountability</b> <ul style="list-style-type: none"> <li>• <b>Overall Accountability/control (£ value)</b></li> <li>• <b>Directly Managed (£ value)</b></li> <li>• <b>Income Generation (£ value)</b></li> </ul>	<p>£0</p> <p>£ 0</p> <p>Income generation is identified for the Development Manager, however the Development Management Team Leader has significant responsibility in achieving the targets required for pre-application advice (£30k pa) and also ensuring that planning</p>

	fees received (approx £500k per annum) are not refundable due to undue delays in determining applications.
<b>Responsibility for Physical Resources</b> <ul style="list-style-type: none"> <li>• Vehicles / Equipment / Tools</li> <li>• Information Systems</li> <li>• Buildings / External Locations</li> <li>• Maintenance</li> <li>• Stocks / Supplies / Procurement</li> </ul>	<p>Responsible for laptop and mobile phone.</p> <p>Responsible for accurately updating Civica and Uniform.</p>
<b>Responsibility for Service Contracts</b>	Responsible for contractual work with consultants, raising purchase orders and invoices.

<b>The key decision making areas in the role</b>
<ul style="list-style-type: none"> <li>• Delegation to sign off planning applications, advertisement consent and other planning related applications.</li> <li>• Recommending and helping to implement operating procedures for Development Management Services to the Development Management Managers and Chief Planning Officer.</li> <li>• Section 106 and CIL – negotiation and monitoring.</li> <li>• Planning Enforcement Notices – determining whether to take enforcement action.</li> <li>• Committee reports – checking, managing and agreeing reports that are reported to P&amp;L Committee, including presenting items to committee and providing advice and guidance to councillors.</li> <li>• Reports and recommendations to Corporate Leadership Team relating to Development Management and Enforcement matters.</li> <li>• Recruitment of staff within Development Management service alongside Development Managers.</li> </ul>

<b>The numerical measures in the role</b>	
<b>Financial</b>	<b>Non-financial</b>
N/A	<ul style="list-style-type: none"> <li>• Approx 1900 planning applications.</li> </ul>
	<ul style="list-style-type: none"> <li>• Planning appeals – 15-20</li> <li>• Enforcement matters 200 per annum</li> <li>• Stage 1 and 2 complaints</li> </ul>

## NATURE OF CONTACTS

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

## Folkestone & Hythe District Council Person Specification

### Post Title: Development Management Team Leader

<b>Important Information for Applicants:</b>				
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. <b>If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.</b>				
Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	<b>Essential</b> <ul style="list-style-type: none"> <li>Educated to degree level or equivalent</li> <li>Professional qualification in planning.</li> <li>Chartered membership of the RTPI or be eligible for such membership.</li> </ul>	✓		
	<b>Desirable</b> <ul style="list-style-type: none"> <li>A management qualification.</li> </ul>	✓		
Experience and Knowledge	<b>Essential</b> <ul style="list-style-type: none"> <li>A minimum of 5 years practical experience of planning work in either Development Management or Planning Policy or both combined in the private or public sector.</li> <li>Recent and relevant experience in dealing with a wide range of planning and related applications, including major applications.</li> <li>Recent and relevant experience of appearing at public inquiries and/or informal hearings.</li> </ul>	✓	✓	
	<b>Desirable</b>			

	<ul style="list-style-type: none"> <li>• Experience in Urban Design or a related field.</li> <li>• Previous experience of working with an electronic document management system</li> <li>• Previous management experience</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<p style="text-align: center;"><b>Skills and Abilities</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• The written and oral communication skills (including public speaking) required to effectively liaise with stakeholders, customers and colleagues at every level and through a range of mediums.</li> <li>• Strong interpersonal skills and the ability to convey and receive information accurately with tact and diplomacy.</li> <li>• Ability to write clear, logical reports and statements.</li> <li>• Ability to work as part of a team and on own initiative.</li> <li>• Ability to organise and prioritise workload and competing demands effectively in order to meet deadlines and maintain high standards at all times.</li> <li>• Flexible, adaptable and receptive to new initiatives and change.</li> <li>• Excellent customer service skills and the ability to offer customers an effective, efficient and consistent service.</li> <li>• Ability to negotiate and discuss complex issues relating to planning law with colleagues in the public and private sector.</li> <li>• Ability to deal effectively with confrontational situations.</li> <li>• Ability to travel within the district in an effective and efficient manner.</li> <li>• Competency with daily use of IT and a range of IT applications</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	

**JOB DESCRIPTION / PERSON SPECIFICATION SIGN-OFF**

<b>Completed by</b>	Lisette Patching (DM Manager)	<b>Date:</b> 10 <sup>th</sup> September 2019
<b>Reviewed/Agreed by</b>		<b>Date :</b>