



JOB DESCRIPTION

Job Title	Team Leader North – Development Management
Directorate	Planning, Environment and Economy
Reports to	Development Manager
Location	Ty Dewi Sant, Ewloe

Job Purpose

To manage wide a ranging and complex Development Management and Enforcement workload with a particular emphasis on enabling sustainable development which makes a positive contribution to Flintshire. This includes managing and supporting the members of the development management team as specified above with particular regard to effective casework management to ensure the efficient and effective operation of the service in line with appropriate legislation and guidance.

Principal Accountabilities

1. Manage, lead and support officers in the Development Management and Enforcement team, deputising for and supporting the Service Manager as necessary.
2. Determine major and complex planning and other applications, agree details, authorise enforcement action and any other necessary functions delegated to the Head of Planning, Environment and Economy in the Council’s scheme of delegation, in a manner to ensure robust and timely decisions are made.
3. Implement the statutory Planning functions including assessing major and complex planning and other applications, preparing reports, recommendations and making decisions on planning matter and approving recommendations made by other officers in the service, preparing appeal statements on the most significant and complex cases and giving evidence to PLI/Hearings and at Court , giving pre-applications and general advice, responding to complaints, breaches of planning control and general Enforcement matters such as carrying out investigations and the service of notices in usually the most controversial or complex cases.
4. Support the Service Manager in considering financial issues within the purvey of the Development Service, including fee generation and assessing budgetary implications for the service in order to deliver a professional service which is value for money.
5. Initiate, inspire and lead with the preparation and implementation of policies and programmes to guide the development of key areas and sites within Flintshire as part of the Council’s strategies, including Supplementary Planning Guidance, Development Briefs and practice notes.
6. To support the Service Manager and to provide leadership, guidance, direction and training to members of staff on all planning and enforcement matters.
7. Provide a comprehensive and pro-active Development Management input into major projects, demonstrating a problem solving approach.
8. Review effects of existing policy and practice on performance of the service and individuals within the team.
9. Represent and provide input into regional and National Planning matters, such as Welsh Government or North Wales Planning Forums or responding to National consultation on changes to or new regulations and policies.
10. Represent the Service in a senior capacity as required at meetings, Committees, inter-departmental/other working groups/Forums and externally with customers or stakeholders in a positive and professional manner.

11. To work flexibly as a resource for Planning Services responding to changing demands on the Service to ensure service delivery and timeliness and quality decision making.
12. To work effectively within and beyond the service demonstrating highest standards of Customer care.

Supervision/Management of People

Senior Planners, Planners, Planners-Enforcement and Assistant Planners

Employment Checks/Specific Requirement i.e. DBS

None.

Person Specification

The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.

Academic/ Professional Qualification

**Essential /
Desirable**

**How this will be
assessed?**

Professional qualifications in Town Planning or a similar.

Essential

Application

Membership or capable of achieving membership of the Royal Town Planning Institute (RTPI).

Essential

Application

Managerial or leadership qualification or similar

Essential

Application

Knowledge, Experience and Skills

1. Significant experience of leading and managing a team within the Development Management and enforcement service to provide excellent performance and customer service

Essential

Applications/Interview

2. Significant experience of managing a very heavy development Management and enforcement caseload (including major and complex Planning applications, investigations and appeals)

Essential

Applications/Interview

3. Significant experience in working effectively, collaboratively and in partnership both within the Council, across agencies, with the private sector and local communities.

Essential

Application/Interview

4. Significant experience of working successfully with senior elected Members, senior officers and significant public figures to assist in the delivery of the effective Development Management

Essential

Application/Interview

5. Significant experience of successful negotiation, consultation and problem solving within a planning context.	Essential	Application/Interview
6. Excellent knowledge of national policy and statutory procedures relevant to the development management and enforcement process	Essential	Application/Interview
7. Excellent interpersonal and communication skills – oral and written.	Essential	Application/Interview
8. Excellent analytical and numeracy skills	Essential	Application/Interview
9. Ability to use a variety of computer software for the preparation of reports, monitoring work and data analysis	Essential	Application/Interview
10. Ability to understand what electronic support is necessary for the development of the service as a whole.	Essential	Application/Interview
11. Positive attitude to career professional development and service delivery.	Essential	Application/Interview
12. Ability to work effectively as a leader and as part of a team	Essential	Application/Interview
13. Ability to work effectively on own initiative.	Essential	Application/Interview
14. Ability to produce detailed and accurate work within set deadlines.	Essential	Application/Interview

