



Job Description and Person Specification

Job Title	Development Manager - Planning	
Post Number	P1379	JE Ref:
Grade	PO5	
Other Payments	Market Supplement	
Job Family	Service Manager	
Directorate	Community and Place Delivery	
Progression	Progression through the grade is dependent on performance against delivery targets, value and behaviours	
Hours per week	37	
Accountable to	Director of Community and Place Delivery	
Date created/ reviewed	April 2022 / May 2024	

JOB DESCRIPTION FOR DEVELOPMENT MANAGER

Job Purpose

The overall purpose is to lead on, co-ordinate and deliver a development management service which puts development plans and documents into action, complies with statutory and corporate requirements and policy and applies an entrepreneurial approach to service delivery. The role is also the liaison manager for the shared planning enforcement and building control service delivered by Watford.

Accountabilities

1. Drive performance improvement of the development management service, including the management and leadership of this team, ensuring it meets statutory targets and legislation and delivers against corporate priorities.
2. Review, challenge and prioritise service needs to inform budget setting and subsequently control financial expenditure from agreed budget to ensure service priorities are achieved within financial provision.
3. Recruit, develop and motivate a team of people (26-30) who are committed to delivering an excellent and seamless planning service by the whole department, so that is recognised as a leader in innovation, excellence and best practice.
4. Provide professional advice, guidance, interpretation and evaluation on all aspects of the work area to service users and colleagues to meet statutory and service requirements.

5. Work collaboratively with colleagues and partners to support and deliver the Council's corporate vision, strategic objectives and agreed priorities to ensure the long-term improvement and sustainable development of the organisation.
6. Implement an entrepreneurial approach to the management of the team to optimise fee income and make the most efficient use of resources.
7. Ensure planning decisions are transparent, consistent and robust through clear communication of national and local policy and seek to reduce the amount of appeals through a proactive development management approach and member partnership working and training.
8. Lead transformation and digitisation of the service which is informed by developments in e-planning solutions, and which facilitates the delivery of the Council's corporate vision, strategic objectives and agreed priorities as well as statutory requirements.
9. Lead on the delivery of place shaping and sustainable development which is informed through the District's intrinsic identity of an outstanding historic built and natural environment and rises to the challenge of climate change.

Demands

Physical

The post holder will be required to make site visits. Site visits will include visiting construction sites, derelict land and buildings, open countryside and farmland. The post holder will need to be capable of walking around these on uneven and rough ground. Site visits such as this will take place throughout the year, approximately once a week on average. There may also be some climbing of ladders and stiles, descending into trenches or crouching down to inspect foundations, ground conditions, waterways, archaeological and historic structures. These activities will be less frequent, possibly once or twice a month, however when these arise the post holder will not be able to delegate and will need to attend site.

Mental

The post holder will be required to constantly juggle conflicting priorities with a particular emphasis on meeting the differing needs of officers, members and the public. Evening working will be required though committee and public meetings and to ensure deadlines are met and the post holder will need to be able to remain focused, productive and calm.

Emotional

The post holder will be in constant contact with the public who may be unhappy or disappointed with the work and decisions of the planning department and Members, which may lead them to being verbally aggressive. The post holder will need to be able to remain calm and help diffuse the high emotions.

Working Conditions

For the main part the Post Holder will be able to schedule site visits to avoid bad weather however, there will be occasional instances when site visits will need to be made when the weather is poor.

Other Employment Requirements

The job holder will be required to attend regular (weekly) evening meetings as and when required.

This job is suitable for hybrid working including some regular home working.

The post holder should have access to a car

ROLE SPECIFIC PERSON SPECIFICATION DEVELOPMENT MANAGER				
Criteria		Essential	Desirable	Assessment
Values and Behaviours				
	We are Customer Driven	X		I, T, R
	We Care	X		I, T, R
	We are Confident	X		I, T, R
	We Work Together	X		I, T, R
	We are Trusted	X		I, T, R
Qualifications				
Q1	Degree or Masters level qualification in Town Planning,	X		A, I, D
Q2	Chartered or professional Membership of the RTPI	X		A, I, D
Q3	Urban design or regeneration qualification		X	A, I, D
Knowledge				
K1	Knowledge and experience of development management process and interaction with plan making process	X		A, I, T, R
K2	Knowledge and experience of appeals and enquiries	X		A, I
K3	Knowledge and experience of Conservation Area, Listed Building policy and legislation and Advertisement regulations	X		A, I
K4	Knowledge and experience of urban design and regeneration	X		A, I
K5	Knowledge of development viability and financial appraisal	X		A, I

K6	Knowledge and experience of partnership working and stakeholder management	X		A, I, T, R
K7	Knowledge and experience of development management IT software	X		A, I, T
K8	Knowledge and experience of working in multi-disciplinary teams		X	A, I, T
K9	Knowledge of consultant and contract management		X	A, I
Experience				
E1	Significant previous experience in a similar role, including driving performance improvement	X		A, I, R
E2	Significant experience and proven track record of providing team leadership and management	X		A, I, R

Method of Assessment Codes

A	Application Form	T	Tests (online / at interview)	R	Reference	D	Documentary Evidence	I	Interview	O	Other
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For further information on the scope of accountabilities when working at this level please see the generic job description/person specification [here](#)