

# HEAD OF DEVELOPMENT MANAGEMENT

## Role Profile



<b>Title</b>	Head of Development Management	
<b>Grade</b>	GRADE L	
<b>Reference:</b>	<b>N810</b>	
<b>Reports to:</b>	Service Director for Strategic Planning and Infrastructure	
<b>Work style Definition</b>	Office based hot-desk/touch down worker	
<b>Job Type:</b>	Strategic leader	
<b>Primary purpose of role</b>	<p>Provide strategic leadership and management to allocated teams together with strategic management support to the Assistant Director for Planning including the delivery and performance of the service to the required standard and that the service is represented to the Council, its partner organisations and the wider community.</p> <p>Provide leadership throughout the Council in relation to all planning functions and responsibilities, taking particular responsibility for and oversight of the Council's development management process.</p>	
<b>Key accountabilities and key measures</b>	<p><b>Role outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Strategic Management support to the Service Director for planning to ensure that management and performance of the service is delivered, and that the service is represented to the Council, its partner organisations and the wider community. (10%)</li> <li>▪ Delivery of a high quality development management function for the Council, including the determination of planning and building regulation applications and planning compliance initiatives. (30%)</li> <li>▪ Management of Allocated Teams to ensure that their approved work programmes are delivered on time and that services are provided to the required standards and in a manner that promotes a culture of continuous improvement. As part of the Senior Management Team, responsible for preparing a 3 year</li> </ul>	<p><b>Role measures</b></p> <ul style="list-style-type: none"> <li>▪ Creative management and leadership to secure a high quality development management function, that supports the wider Growth Agenda, creates a healthier city, and contributes significantly to achieving corporate objectives.</li> <li>▪ The delivery of services in line with national legislation.</li> <li>▪ Resources are appropriately allocated to deliver overall service priorities, and systems of performance management and review are in place.</li> <li>▪ The delivery of the department Business Plan and the specific strategic roles allocated, as directed by the Service Director.</li> </ul>

	<p>rolling business plan for the Department including action plans for finance and performance management. (15%)</p> <ul style="list-style-type: none"> <li>▪ Leadership of the Allocated Teams to ensure that they deliver the city vision in the context of the planning and building control systems, this requires both strong leadership qualities (e.g. identifying and communicating vision and spatial objectives) and a high level of technical expertise, understanding of legal frameworks, and political sensitiveness. The post holder directly manages a group of team leaders who oversee teams of staff. Prime responsibility for service and project delivery budgets (£ millions) e.g. revenue budget over £1.2m per annum. The post holder interprets national planning and building regulations and produces local policy to ensure the Council meets its strategic priorities and legal obligations. (10%)</li> <li>▪ Deliver a customer focussed service to ensure that the opinions and needs of all service users assist in determining the nature and quality of the services provided. (10%)</li> <li>▪ Leadership and sense of purpose throughout the organisation through coordinating with other service areas and assisting with delivery of corporate priorities, in order to ensure that services are as representative of Plymouth and the City Council and that the strategic vision, direction and agreed policy priorities of the Council are implemented in the allocated teams for which the post holder is responsible. (10%)</li> <li>▪ Partnership working with other stakeholders, including for example adjoining local authority, businesses, community and voluntary sector, the Highways Agency, Environment Agency, English Heritage, Health and</li> </ul>	
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	<p>Safety Executive in order to deliver sustainable development solutions within the resources available. (5%)</p> <ul style="list-style-type: none"> <li>▪ Develop and sustain a working relationship with Planning Committee, through training, advice and attendance at Planning Committee. This ensures that decisions made are timely, transparent and delivered in the context of the wider City strategy. (10%)</li> </ul>	
<b>Key activities</b>	<ul style="list-style-type: none"> <li>▪ Ensures the delivery of services in line with national planning and building legislation. (5%)</li> <li>▪ The post holder has overall strategic leadership and management responsibility for its statutory and non-statutory development management functions – including the delivery of a robust and customer focused service for planning applicants, the general public and ward councillors. (20%)</li> <li>▪ Provides strategic management oversight of the team leaders and teams allocated to the post-holder's responsibility (in accordance with the Department's flexible work culture the Heads of Development Planning and Management may have responsibility for different teams at different times), ensuring that resources are appropriately allocated to deliver overall service priorities, and systems of performance management and review are in place (25%)</li> <li>▪ Through a system of delegated responsibility to allocated team leaders, provide support, advice and assistance to the Planning Committee in the discharge of all of its functions under the constitution. The post holder is responsible for the effective running of the committee. The post holder will also support the portfolio holder decision-making processes and the Head of Development Planning in delivering effective community engagement and stakeholder collaboration in the planning and regeneration process. (10%)</li> <li>▪ The post holder will make decisions on whether to take court action on specific cases taking into account a more strategic overview of service delivery. The role ensures the service operates within budget, legislation and time scales, ensuring the strategic aspirations of the Council are deliverable and delivered. (5%)</li> <li>▪ The post holder will be responsible for developing new models of delivery and partnership arrangements for the discharge of planning functions. (5%)</li> <li>▪ Required to make operational decisions continually in relation to people management and resourcing and budget implications against service targets. (20%)</li> <li>▪ The post holder is given managerial direction by the Service Director. The service Business Plan allocates specific strategic role which they will lead on (10%)</li> </ul>	
<b>Essential qualifications/</b>	A member of an appropriate professional institute, such as the Royal Town Planning Institute	

<b>knowledge</b>	<ul style="list-style-type: none"> <li>▪ A degree or equivalent in Town Planning or a relevant subject or a qualification enabling eligibility of The Royal Town Planning Institute</li> <li>▪ A professional management qualification Diploma in Management Studies (DMS) or equivalent and/or management training to a suitable level</li> </ul>
<b>Desirable qualifications/ knowledge</b>	
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ Significant experience of managing at a senior level in statutory planning or related functions</li> <li>▪ Experience and full working knowledge of national planning legislation and policy, and of good practice – particularly in relation to developing and implementing planning policies and strategy</li> <li>▪ Experience of presenting evidence / representations at public inquiries or other such hearings, and of presenting reports to Committees or representing the organisation at public meetings</li> </ul>
<b>Desirable experience</b>	
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>▪ Track record in key managerial competencies, including leadership skills, innovative thinking, communication, negotiation, motivation, setting performance standards, managing and monitoring budgets</li> <li>▪ Commitment to actively promote corporate working and support for corporate initiatives, including equal opportunities in employment and service delivery</li> <li>▪ Political sensitivity and awareness including experience of working closely with, and providing advice to elected members and management on a formal and informal basis</li> <li>▪ Develop, articulate and motivate support for a clear strategic vision and sense of direction, and to identify necessary changes to achieve the vision and effect the required service delivery improvements</li> <li>▪ Attend Council and other meetings outside normal working hours as may be required from time to time possibly outside of the City</li> <li>▪ Highly developed interpersonal and communication skills for leadership and motivation of the allocated teams.</li> <li>▪ Develops and maintain good relationships with elected members, colleagues, trade unions and outside agencies.</li> <li>▪ Analytical and decision-making skills and an innovative and creative approach to problem solving.</li> <li>▪ Including the ability to identify radical innovative alternatives to current thinking for analysing and developing solutions for teams to achieve targets.</li> <li>▪ Keyboard skills and ICT skills to produce reports, memos and emails.</li> <li>▪ Preparing a 3 year rolling business plan including action plans for finance and performance management, lead on service improvement initiatives.</li> </ul>
<b>Corporate standards</b>	

In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.

Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.

Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.

Undertake all duties with due regard to the corporate equalities policy and relevant legislation.