



Job profile

Job title

Assistant Development Control Manager

Grade L

Group: Economy, Innovation and Growth

Service: Policy, Climate Change & Strategic Transport

Location: Civic Centre

Line Manager: Development Manager

Car User Status: Casual

Job Purpose

To successfully manage an area based applications team and assist the Development Control Manager to achieve quality development through a quality service.

The key roles of this post will include:

1. To assist the Development Control Manager in managing the service in accordance with corporate objectives and Council priorities
2. To deliver services through organising, allocating and supervising the work of team members to ensure that both individual and team performance targets are met.
3. To make decisions regarding planning applications falling within the Council's current delegation scheme to Officers ensuring that systems, procedures, working arrangements, and legislative requirements are followed.
4. To present applications to Planning and Development Committee.
5. To process major planning matters to ensure issues are dealt with properly and effectively.
6. To maintain and develop a quality approach to service procedures and systems to ensure they continuously develop to reflect client needs.
7. To deal with client enquiries and corporate complaints involving Senior Managers as appropriate.
8. To provide professional advice, support and reports to senior management and Councillors and attend meetings as necessary
9. To assist with recruitment, training, motivation, support and development of employees to ensure the highest levels of individual and team performance.
10. To deputise for the Development Control Manager as required to ensure continuity of service.

11. To maintain professional competence commensurable to the post by assimilating knowledge of new legislation and guidance relating to planning, highways and environmental legislation by attending relevant training courses, meetings, conferences and seminars as required.
12. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Computer literacy.
- Good communication skills.
- Advising and guiding members of a Local Authority.
- Planning Legislation and Development Management Procedure and Practice.

Experience

- Ability to work on own initiative as member of team.
- Strong customer focus and commitment to continuous improvement.
- presenting Applications to planning Committee.
- Managing employees.
- Dealing with major applications
- Good organisational and negotiation skills.
- Appeals writing and giving evidence.

Qualifications

- Corporate membership of Royal Town Planning Institute.
- Degree in Town Planning or related discipline.
- Full driving licence.

Desirable:

Knowledge

- Highways and Environmental Legislation.
- Project Management skills.
- Specialist software systems such as Uniform/Idox.

Experience

- Enthusiasm and imagination.
- Minimum 5 years experience of dealing with all aspects of development management.
- Managing change and team building.
- Minerals and waste applications.

Qualifications:

- Management qualifications.



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences
Developing Teams and Individuals	Promotes and supports team and individual learning and development and uses delegation to create a sense of ownership of high level organisational issues, and encouraging individuals to stretch beyond their current capabilities
Managing Performance	Effectively manages the performance of teams and individuals to ensure results are achieved
Personal Impact	Is self-aware, learns continuously and adapts behaviour in response to feedback. Makes things happen, operates with resilience, flexibility and integrity
Making things happen	Empowers people to initiate change. Supports innovative ideas and new ways of working

