

Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title: Principal Planning Officer (Development Management)</b>	<b>Director/Service/Sector Local Services Group/ Development Services</b>		<b>Office Use</b>
<b>Band: 9</b>	<b>Workplace: Area Office location in North, West or South East Areas or in Central DM Team</b>		<b>JE ref: 1900 HRMS ref:</b>
<b>Responsible to: Area/Central Development Manager</b>	<b>Date: July 2010</b>	<b>Manager Level: 3</b>	
<b>Job Purpose:</b> Provide an efficient and effective Development Management service that is delivered to a high professional standard and in a manner which reflects the corporate aims and objectives of the Council and the needs of the various stakeholders. Provide effective leadership, co-ordination and management of the Development Management Team.			
<b>Resources</b>	Staff	Staff within the Development Management Team, specifically 7 - 10 professional staff and student placements, also staff under external commissions	
	Finance	Allocated budgets and monitoring income and expenditure against forecasts. Procuring, assessing and managing contracts and service level agreements with contractors	
	Physical	Responsible for the collection, maintenance, analysis, evaluation, implementation and use of spatial planning data and systems Responsible for the physical resources used by the area team including work stations, IT hardware and software and equipment used on site inspections.	
	Clients	Responsible for the development and application of development management policies, procedures and services whose application has a significant impact upon service users. Dealing with the public, external and internal stakeholders and clients and elected members to deliver services.	
<b>Duties and key result areas:</b> 1. Provide professional advice to Elected Members, Senior Managers and service users on matters of legislation, case law, regulations, policy, procedures and practice relating to the Development Management function and ensure that the Council complies with good practice, prevailing regulations and legislation. 2. Lead and direct staff within the Development Management team through an effective approach to performance management that ensures team, service, Group and corporate objectives are met. 3. Support and develop staff through appraisal, training and development programmes. 4. Promote and maintain a positive relationship with staff to develop a climate of harmonious and constructive employee relations. 5. Determine the most effective utilisation and deployment of resources (Human, Physical and Financial) to achieve the objectives set by senior managers. 6. Maintain effective management and communication systems and processes within the Development Management team and, in conjunction with senior colleagues, ensure that all staff are fully aware of their respective roles, functions and responsibilities and changes to legislation or Council policies. 7. Monitor relevant budget headings to ensure effective spend against established targets and compliance with financial regulations 8. Procure, manage and monitor commissions associated with the functions of the Development Management Team 9. Develop effective and constructive relationships with colleagues in Development Services, other place shaping Council services, and external stakeholders and partners in order to promote effective partnership arrangements and promote and secure corporate ownership of the Development Management service to maximise the delivery of high quality services.			

10. Determine planning and related applications in accordance with the approved scheme of delegation, prepare and present reports to Planning Committees and attend Committees, Working Groups and Committee Site Investigation Panels to advise elected Members on Development Management issues.
11. Prepare Proofs of Evidence and written statements in connection with planning appeals and attend and represent the Council at Public Inquiries, hearings, in Court and in such other meetings as required.
12. Develop policy, procedures, delivery strategies, promotional techniques and effective communication to bring the Development Management service's business plans and objectives into effect and secure continuous improvement.
13. Ensure that the team deals with planning and other related applications in a manner that is consistent throughout Northumberland and complies with legislation, established procedures and policies.
14. Provide an effective and efficient pre-application advice service which provides consistent, professional advice to customers and value for money.
15. Manage and co-ordinate enforcement and monitoring activity, including the undertaking of duties and services of notices in connection with the Council's powers of enforcement as local planning authority and the instruction, making and confirmation (where no objections) of Tree Preservation Orders.
16. Ensure that the Development Management team makes an effective contribution to the plans and strategies of other Council place shaping services and other sub-regional plans and strategies, in particular the Sustainable Community Strategy.
17. Provide input, comment and advice as appropriate on national planning policy statements, regional strategies and plans, strategies and plans prepared by adjoining local planning authorities, internal council strategies and plans, major development proposals and planning applications and the council's monitoring and delivery functions.
18. Other duties appropriate to the nature, level and grade of the post.

#### **Work Arrangements**

Transport requirements:	The work involves the need to visit other area and County offices, development sites throughout the area on a regular basis and occasionally further a-field
Working patterns:	Flexi hours. Some evening working will be required in terms of committee attendance and public meetings
Working conditions:	The work is office based but involves working out on site on a regular basis and which could be in a lone working situation

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**PERSON SPECIFICATION**

Post Title: Principal Planning Officer (Development Management)		Director/Service/Sector: Local Services, Development Services	Ref: 1900
Essential	Desirable		Assess by
Knowledge and Qualifications			
Relevant degree or equivalent standard of education. Relevant professional qualification e.g. MRTPI Thorough understanding of relevant legislation, regulations and professional best practice.  Demonstrates an awareness and commitment to proactive customer care, performance and quality services.  Evidence of CPD and ongoing personal development.		Evidence of recent relevant management training Knowledge and or qualification in Urban Design or other relevant specialist area	(a)/(i)/(r)/(p)
Experience			
Recent extensive experience and consistent professional achievement within an organisation of comparable scope and complexity. Experience and a proven track in the delivery of development management within an organisation of comparable scope and complexity. Experience of resource management (human, physical and financial) within a comparable organisation. A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders.		A demonstrable track record of managing staff and delivering outcomes that require collaborative approaches both within the organisation and with external partners. Experience in a particular relevant specialist area e.g. Urban /Landscape Design, minerals and waste planning, renewables / climate change issues.	(a)/(i)/(r)
Skills and competencies			
Ability to provide visible and supportive leadership, empowering, enabling, motivating and developing the staff and fostering a positive organisational culture. Ability to operate effectively within the democratic process and to develop productive working relationships with Council Members that command respect, trust and confidence. Ability to maintain a clear overview of the issues affecting the Council in general and the service in particular. Strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems. Ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions. Well developed networking, partnership, advocacy, negotiating and presentation skills that are persuasive and influential with others.		Competent in skills transfer IT skills and awareness. Financial and commercial awareness,	(a)/(i)/(r)/(p)

Excellent interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of, colleagues, Council Members, and other stakeholders. A corporate orientation and a commitment to tackling issues in a non-departmental manner. Personality, conduct and credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders.		
<b>Physical, mental and emotional demands</b>		
Regular use of display screen equipment Normally works from a seated position within the office but with regular need to travel to other work locations and development sites Need to maintain general awareness with lengthy periods of enhanced concentration. Extensive contact with public/clients/Members on complex and often contentious issues.		-
<b>Other</b>		
A current UK driving licence.		(a)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits