

Job Family:	Delivery – Front Line – Professional knowledge	Grade:	9
Job Title:	Deputy Planning Area Manager	Directorate:	Environment, Housing and Regeneration
Date:	1st December 2016	Version:	1:1

Role Profile - Details Specific to Job Family

These roles would be regarded as “front line” service delivery roles. Here, role holders are directly accountable for performance, often through the direct control of significant resources or through managed contracts. These roles may also deliver some of their results through collaborative working with co-producers or other third party agencies.

At the lower levels, operational managers may oversee a department or team and at the lowest levels, direct contact with service users will be a common feature of roles in this job family. At the higher levels, they may be in charge of a department, large operational area or the management of significant contracts and may be ultimately accountable for ensuring compliance with statutory obligations.

Role Profile - Details Specific to Grade

Will have accountability for achieving clearly specified and measurable results either personally or through the leadership of a team. Will be dealing with the most complex problems and issues within the boundaries of technical or professional skill and knowledge. Will make recommendations on procedural improvements and other initiatives to enhance team performance.

Roles requiring a level of professional expertise to deliver a front line service.

Brief Description of job role and department

To manage the performance of an area team of between 5 and 6 professional staff in all aspects of development management particularly in meeting targets for processing applications, appeals, tree related matters and responses to MP enquiries, Member Enquiries and complaints. The post may be required to manage additional staff when required. To make decisions on all applications in accordance with the Council's Constitution, to service the Planning Committee by ensuring reports are completed to a high standard to deadline and to present major and complex cases to Committee when required. To deputise for the Planning Manager and Head of Service as required on Development Management issues.

Representative accountabilities

- Deliver complex service activities and manage caseloads to ensure intended outcomes for customers and the Council are delivered within agreed service standards.
- Liaise with customers to review service requirements and resolve problems.
- Lead on the development of specific policies and procedures to contribute to the continuous improvement in own work area.
- Where relevant co-ordinate the work of a team, either formally or as part of a project to ensure individual and team objectives are delivered.
- Keep up to date with changes in relevant policy and legislation to ensure delivery in own work area is effective and complies with appropriate regulations/statutory guidance.

Budgetary accountabilities

It is fully acknowledged that the post holder will not be responsible for the direct day to day management of a specific budget(s), however, in the current economic climate it is accepted that the following does clearly apply to this role. The PH will be held to account by the Executive Head and others for the efficient and economic use of all LBS resources, especially, during these austere times where the public we serve demand more for less.

Specific accountabilities

- To ensure that all recommendations within the team are carefully considered having regard to the Development Plan and Corporate objectives to ensure excellent customer confidence in delivering quality outcomes
- To prepare, check and agree written reports for delegated business and Planning Committee for clarity, accuracy, quality and soundness of recommendation being conversant with Suttons Development Plan, National Policy Guidance and Legislation. To make decisions under delegated authority.
- To prepare presentations and present to Planning Committee as required and to able to present complicated information clearly to a wide range of audiences
- To prepare written statements of the Council's case in relation to written representation appeals, Local Hearings and Public Inquiries and prepare and present the Council's case at Informal Hearings and Public Inquiries when required.
- To provide pre-application advice to prospective applicants having due regard to the Development Plan, relevant legislation and National Policy Guidance and be able to balance complex and competing issues to formulate sound advice to enable the delivery of high quality sustainable development.
- To negotiate with developers to secure the delivery of planning obligations under s.106 along with the Council's CIL taking into account the findings of financial viability assessments.
- To develop strong working relationships with all key stakeholders including Members, Senior Officers, and external bodies such as the GLA to ensure a strong enabling culture of bringing forward high quality sustainable development.
- To be responsible for staff selection and recruitment, motivation, conduct and discipline, and to manage capability and sickness issues relating to permanent and agency staff. To train and develop team members.
- To deputise for the Planning Manager and/or Head of Service as required.

Person specification (knowledge, skills, experience and behaviours required in the role)

- An appropriate degree or equivalent qualification accredited by the RTPI, as giving eligibility for membership of the RTPI and three years post qualification experience of development management.
- Previous experience of managing and mentoring staff in a Development Management team.
- Proven experience in negotiating successful outcomes on major and strategic planning applications.
- Proven knowledge and understanding of planning legislation, policy and procedures in the relation to development management.
- A sound knowledge of development management including design, viability testing and sustainability and the ability to understand complex drawings and translate them into built form on site.
- Proven ability to write clear, concise and accurate reports on complex applications and be able to make clear recommendations under delegated business and Committee cases. Ideally experience in making and agreeing decisions under delegated authority.
- Ability to manage and prioritise the team's workload in order to meet deadlines with minimum supervision.
- Proven ability to communicate clearly and courteously to a wide range of audiences both orally and in writing and to be able to deal confidently with members of the public, Councillors, applicants and their agents.
- Ability to present cases at Planning Committee and at appeal through the written representation, informal hearings and public inquiry procedures.

- Good political awareness.

To be aware of and perform the duties of the role in accordance with all Council policies and procedures including:

- [Health and Safety](#);
- [Risk Management](#);
- [Finance](#) (including code of conduct, fraud and compliance);
- [Equalities and Diversity](#);
- The Council's [Core Behaviours](#);
- [Information Security](#) and the [Data Protection Act](#);
- The Council's Core Values and other Borough and Group policies and procedures;
- Undertake duties consistent with responsibilities of the post as required by the designated line manager/supervisor.
- The post holder should hold a full UK driving licence