



Job Description

Department: Place and Economy Directorate

Division/Section: Development Management

Job Title: Principal Development Management Officer

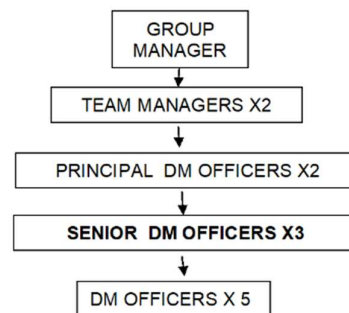
Post No: 012449

Grade: 12

Reports to: Development Management Team Manager

**Organisation
Chart:**

Show immediate
manager and any
jobs reporting to
this post.



**CRB Check
applicable?**

Standard ☐ Enhanced ☐ None ☒

**Is post exempt under the Rehabilitation of Offenders Act
1974 in respect of declaration of spent convictions?**

Yes ☐ No ☒

**Line Management
responsibility for:**

No. of direct reports: 0

No. of indirect reports: 0

Size of budget: None

Job Purpose:

Deliver high quality services through achieving customer satisfaction levels in line with national standards. Effectively engaging with internal and external customers to inform and advise. Project manage moderate to major planning applications and a range of other applications when required. Sign off small-scale applications, in line with best practice, national standards, organisational requirements and statutory obligations.

Main Duties and Responsibilities:

1. Effectively engage with residents, businesses, developers, partners, Council staff and elected members at all stages of the planning process and other forms of applications, to ensure that recommendations, advice and other actions comply with the Council's Planning Policies, the requirements of the Town and Country Planning Acts and/or associated Orders and

Regulations.

2. Manage moderate to 'major' projects/development schemes ensuring that plans are effectively managed, all project milestones, local and national performance targets are achieved and that external partners, developers and agents, and relevant Council staff are kept effectively up to date with progress, whilst exercising a high degree of autonomy, with support from the Team Manager.
3. Manage a range of other applications to ensure workloads are effectively dealt with, all local and national performance targets are achieved and that external applicants, developers and agents, and relevant Council staff are kept effectively up to date with progress.
4. Represent the service on cross functional and inter-authority teams, at Council committees and at public meetings, to ensure that accurate, up to date recommendations and advice are available and any required actions are delivered on time.
5. Achieve customer satisfaction levels in line with national standards and best practice, to meet customer, partner, organisational and statutory requirements.
6. Coach and motivate individuals, share knowledge and develop best practice to ensure individual, work team and relevant service objectives and targets are delivered.
7. Ensure that all correspondence is complete, up to date and effectively dealt with and recorded as part of the overall planning process and to be of a quality and transparency to inform appeals, enforcement action and the Council's complaints procedure.
8. Participate in the regular review of service provision in line with national best practice and quality standards, including participation in cross function teams, and implement any required improvements effectively to ensure the ongoing efficient delivery of services.
9. Contribute to and initiate the review of new legislation, directions, Planning Policy statements, circulars, recent court cases and research and make recommendations to the service and other relevant departments, of the potential impact and relevance to future service delivery.
10. Deliver excellent customer services in line with national standards and best practice, play an active role in the Planning Services Team, effectively manage personal workload of projects, and identify and achieve personal development opportunities.
11. Sign off small-scale planning applications in order to assist with the continued processing of workloads/casework.

Generic Responsibilities: To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
To comply with all Health & Safety at work requirements as laid down by the employer.

Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments or working as a PCC employee at other Councils.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.
In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE: March 2022 **COMPLETED BY:** Sylvia Bland, Group Manager