

EAST CAMBRIDGESHIRE DISTRICT COUNCIL

JOB PROFILE

JOB TITLE:	PLANNING TEAM LEADER	POST NO:	PLN060
REPORTS TO:	STRATEGIC PLANNING AND DEVELOPMENT CONTROL MANAGER	GRADE:	9
		DATE:	OCT 2024
DEPARTMENT:	STRATEGIC PLANNING AND DEVELOPMENT CONTROL		

Purpose

To lead and direct a team of Planning Officers within Planning (Development Management) and oversee the delivery of high-quality development and the timely throughput of the caseload of those Officers. To work with the Major Projects Planning Officer on the timely delivery of complex applications and to assist the Planning Manager in providing a high quality, effective and efficient service in all aspects of planning and related functions.

Dimensions

Staff Managed: Up to 6 Planning Officers and other related staff members.
Deputise for the Planning Manager

Main Duties and Responsibilities:

1. To lead and supervise a team of planning officers/assistants and other related professionals, checking and signing decisions, monitoring caseloads and working practices and providing coaching/mentoring as necessary to ensure consistency and in a manner which satisfies the objectives of the service and meets agreed performance targets and deadlines.
2. To utilise performance management and project management techniques to ensure the effective determination of planning applications (across the team) including pro-actively removing obstacles, unblocking issues, and driving the expedient delivery of Cases. To work proactively with agents and applicants to ensure that issues are dealt with in a timely manner in a positive and proactive way to ensure the delivery of the aims of the Local Plan.
3. To embed a modern, proactive “can do” and “open for business” culture within the service as a whole and to train, mentor and develop planning offers to upskill the team as a whole and to increase service resilience and career pathways when roles become available to deliver a grow our own culture within the department.

4. To work with the Planning Manager and Service Development Team leader to implement change which will include making suggestions (as to service improvements) and to lead the delivery of any changes which come out of the Councils Planning Review.
5. To be working in conjunction with the Planning Manager and Service Development Team leader on the continuous improvement of the service through the revision of policies and procedures and the implementation of improvements, having regard to customer needs, the Council's electronic service transformation agenda, working practices and available resources, in order to facilitate service delivery of the highest professional standards.
6. To manage and process a limited caseload of the most major and more complex planning applications, including carrying out site inspections, consultations, negotiations, advising interested parties, producing draft reports, making recommendations, and preparing draft decision notices, in accordance with planning legislation and in a consistent manner which satisfies the objectives of the service and meets agreed performance targets and deadlines.
7. To deal with all relevant correspondence and enquiries, including letters, complaints and pre-application enquiries working in a positive, proactive problem-solving manner, in accordance with agreed procedures/timescales.
8. To maintain a sound, up to date, knowledge of current planning legislation, development plan policies, government guidance and appeal decisions.
9. To attend Planning Committee and other meetings as necessary to present reports on planning applications and related planning matters and acting as the lead officer during committee site visits as necessary.
10. To assist with the completion of the appeal caseload including the preparation of statements, the marshalling of evidence and when necessary, attend and present cases at Planning Hearings and Planning Inquiries.
11. To liaise with Strategic Planning Officers and other relevant officers as necessary over policy issues, monitoring and review of planning decisions against policy.
12. To organise and present planning seminars as directed to Members, parish councils and Agent forums.
13. To provide appropriate specialist advice to and work with the public, developers, agents, Members and other persons and bodies as appropriate, in connection with development principles and all other related matters.
14. To authorise and issue appropriate decisions in accordance with the Council's Constitution on behalf of the Planning Manager, with regard to development applications submitted to the Planning Authority.
15. Complete performance appraisals, training plans and one-to-one briefings in accordance with HR policies and procedures.

16. To appropriately liaise with the Planning Enforcement Team regarding the development of appropriate responses to unauthorised development.
17. To assist the Planning Manager in the management of the service in their absence.
18. To carry out other related duties as may be required and directed by the Planning Manager.
19. To participate in training and exercises in support of the Council's preparations for responding to civil emergencies within the District.

Special Conditions

This is classed as a politically restricted post.

You will on occasions be required to work outside normal working hours to meet the needs of the service.

Business Travel: Essential User

Pre-employment Checks

Fraud and Corruption Checks DBS - Disclosure