

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL  
JOB PROFILE**

JOB TITLE:	STRATEGIC PLANNING AND DEVELOPMENT CONTROL MANAGER	POST	PLN058
REPORTS TO:	DIRECTOR OPERATIONS	GRADE	11 (+ market supplement)
DEPARTMENT:	STRATEGIC PLANNING AND DEVELOPMENT CONTROL		
		DATE:	OCT 2024

**Purpose**

To lead a multi-disciplinary team covering the local development framework, policy advice, research and development and development control. Ensuring that the growth of the district is carefully managed to provide high quality homes, strengthen the local economy, protect and enhance the natural environment and promote sustainability.

To provide support to the leadership, management and delivery of the Operations Directorate more broadly to ensure the delivery of the Corporate and Service Plan.

**Dimensions**

Direct reports:                   1 Strategic Planning Team Leader  
   2 Planning Team Leaders  
   2 Major Projects Planning Principals  
   1 Service Development and Support Team Leader  
   1 Enforcement Team Leader

Total team:                       X staff

Budget management:           £X

**Principal Accountabilities**

1. To act as the Council's lead on strategic planning, policy development and development management,
2. To oversee the preparation, monitoring and review of the Council's Local Development Framework covering the Local Development Scheme, Development Plan Documents, Neighbourhood Plans and Supplementary Planning Documents.
3. To lead the Council's Development Management service, including the Planning Support Team, Conservation, Enforcement and Trees.
4. To manage examination hearings for the LDF, coordinate the Council's case at hearings; and prepare evidence and represent the Council's interests at planning and enforcement appeals, examinations in public and public local inquiries.
5. To represent the Council's interests through membership and appropriate representation to external bodies, by reviewing national, regional and local planning Acts, policy and guidance, and by making appropriate representation on behalf of the Council.
6. To prepare, deliver, monitor the Service Delivery Plans, including the transformation plan, ensuring high quality and efficient management in accordance with service policies, standards and performance indicators.

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7. To lead, motivate and appraise staff to maximise their effectiveness, morale and job satisfaction.
8. To oversee the Major Projects Delivery Board, to drive performance improvement and high-quality developments. Ensuring major applications and corporate priority projects are appropriately managed in liaison with the Strategic Planning Manager.
9. To ensure that all pre-planning and planning applications are processed to a high standard and within appropriate timescales, that reports are consistent and timely, and that delegated decisions are made in accordance with the approved scheme of delegation.
10. To ensure that the Council is effectively represented at planning appeals and that appropriate action is taken against unauthorised development, including authorising prosecution as necessary.
11. To ensure that customers, stakeholders and residents receive professional, prompt, consistent and courteous advice on all policy and planning matters, and to investigate complaints.
12. To develop and maintain effective communication and working relationships with officers, Members, parish councils and other external organisations.
13. To effectively manage assigned departmental budgets within agreed limits, assigned capital projects, review fees and charges and negotiate service level and planning performance agreements, to meet the Council's Medium-Term Financial Strategy.
14. To participate, as required, in training and exercises in support of the Council's preparations for responding to civil emergencies within the District.
15. To carry out such other duties of a similar nature as may be required by the Corporate Management Team.

### **Special Conditions**

The post attracts a permanent market supplement of up to £7,000 annually.

This post is designated as politically restricted.

To work occasionally outside normal office hours for which time off in lieu will be given in complete recompense.

Business Travel: Essential User

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Pre-employment Checks: Fraud and Corruption Checks