

JOB PROFILE

Job Title:	Development & Conservation Manager
Service Area:	Development & Conservation
Grade:	12
Reporting Manager:	Director: Place
Direct reports:	Team Leader (Planning) Principal Planning Officer (Conservation & Enforcement) Principal Planning Officer (Development Management) Principal Planning Officer (Strategic Sites)
	Line management arrangements to be agreed and amended as required by co-managers in response to service needs

Job summary:

This is one of two posts which, together, oversee the Council's Development & Conservation service.

The postholders are collectively responsible for the total management and operation of all aspects of the Development Control teams and services. This includes the processing and determination of Planning Applications (including decisions made by the Planning Control Committee and under delegated powers), planning investigations and Enforcement and associated technical support.

They work in close collaboration to meet service needs and agree distribution of their shared responsibilities in response to priorities. It is expected that, in practice, each postholder will lead on specific areas of the service, line management and / or projects. However, the posts are scoped identically to allow this to be dynamically managed by the postholders.

The co-managers are responsible for the delivery of a professional and efficient service and make all day-to-day decisions on service delivery and the operation and control of budgets.

Key responsibilities:

To manage all aspects of the Development & Conservation Team, including making all day to day decisions on service delivery and the operation and control of budgets.

To keep under review the practices systems, organisation, resources and training needs of the Development Control and Conservation Team and to act or make decisions and recommendations accordingly.

To be fully informed of and to implement relevant legislation, government advice and to understand and influence the activities of other relevant organisations that may bear upon development control issues, including professional associations.

To prepare the Service and Financial Plan and Training Plan for the Team.

To exercise delegated decision-making on behalf of the Council in respect of all Development Control matters and such other delegated powers as may be defined or ensure that arrangements are in place to take such decisions.

To promote the Council and the Place Directorate by responding positively to requests to address community groups, Parish Councils, etc. on planning matters generally or on issues of local interest or concern and promoting master planning and pre-application discussions with prospective applicants/agents and giving advice in connection with their proposals.

To provide advice to the Director: Place in relation to the future direction policies and standards of the Service and to act as a client/agent in the specification of the service and such other relevant matters as may be required.

To deal with and respond to complaints and ombudsman cases or ensure that arrangements are in place to achieve efficient and comprehensive responses.

To manage the receipt and consideration of applications for approval, permission, or consent under the provisions of relevant Planning legislation and the overall control and co-ordination of the notification, publicity and decision taking procedures within statutory and locally defined guidelines, and to meet Best Value standards.

To oversee, in respect of non-delegated matters, the preparation and presentation of reports and recommendations to appropriate Committees.

To oversee the management of the enforcement function, including the development and implementation of a strategy and performance monitoring and to ensure the effective investigation of complaints received in that regard and taking of enforcement action against breaches of development control .

To conserve the physical environment of the district as appropriate, having regard to national and local statutory requirements, policies, and standards.

To be responsible for achieving consistent and balanced advice on the interpretation of national and local statutes and/or guidance during the processing of applications, site visits and negotiations with applicants, Committee briefings and appeal procedures.

To provide professional advice to applicants, agents, the public, Members, and other staff of the District Council on all development control matters, as appropriate.

To prepare and present expert evidence at Public Examinations and at Court hearings on behalf of the Council as may be appropriate.

To represent the Council at meetings with statutory bodies, agencies, organisations and with the public.

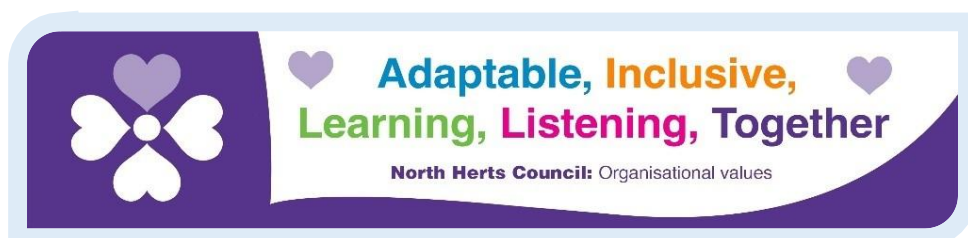
To oversee the preparation of consultants' briefs and their appointment in accordance with the Council's Standing Orders

To be fully informed and aware of legislative changes that impact on the service areas and ensure that policy and procedures are revised to comply with statutory and national requirements and standards

To manage and reflect service needs and priorities as required on corporate matters including finance and budgetary, performance management, information management, customer care, business improvement and risk.

To ensure the periodic review of operational arrangements to ensure that they are delivering cost effective, good quality services to agreed standards in the most efficient manner.

To contribute to the Council's corporate management to deliver services that reflect best practice and achieve corporate objectives



To provide supportive management to coach, develop and motivate staff and empower them to deliver high quality services and contribute to the achievement of Council priorities.

Political restrictions

This post is subject to political restriction, which is divided into two categories and relates to the post holder duties:

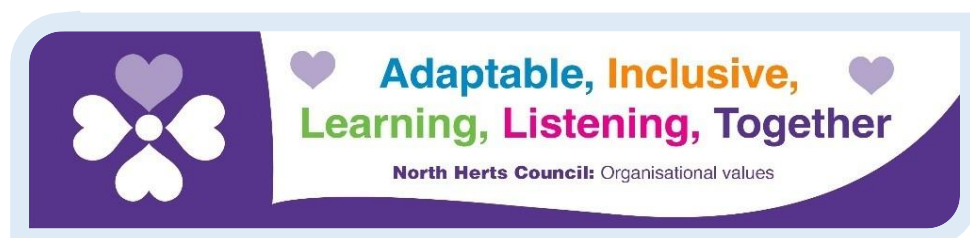
- Specified posts, statutory posts as well as 'deputy chief officers'
- Sensitive posts, which meet one or both of the following related criteria,
 - Giving advice on a regular basis to the Council itself, to any committee or sub-committee of the Council or any joint committee on which the Council are represented, or where the Council are operating executive arrangements, to the executive of the Council; to any committee of that executive, or to any member of that executive who is a member of the Council;
 - Speaking on behalf of the Council on a regular basis to journalists or broadcasters.

The postholder must therefore be aware that in accepting this post, they are required to confirm that they will conform to these political restrictions and that they will be included as conditions of their formal contract of employment with the Council.

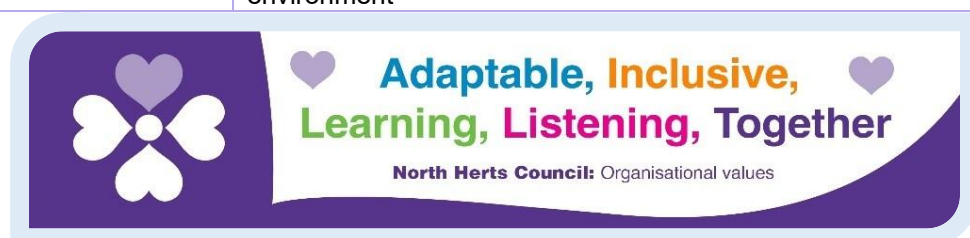
Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](http://north-herts.gov.uk/general-responsibilities-for-employees)

Key Requirements:		Essential desirable
Qualifications:	Educated to GCSE standard or equivalent.	E
	Membership of the Royal Institute of Town Planning (or ability to attain membership within an agreed short time frame) and significant post-qualification experience in development control and / or planning policy	E
	Basic level certificates in Word and Excel.	D
Job related experience & knowledge:	Excellent keyboard skills and use of Microsoft Windows and Microsoft Office suite of programmes.	E
	An in-depth knowledge across the broad spectrum of planning practice	E
	Experience of leading a team and possessing the skills needed to inspire them to deliver on set objectives.	E
	Ability to define performance requirements, maximise the use of scarce resources and monitor the effectiveness of the use of resources in pursuit of Best Value.	E
	Experience of successfully managing major planning applications	E
	Significant experience of working in Development Control including strategic and complex applications	E



	Experience of negotiation and customer contact.	E
	Good IT skills, including experience of using Microsoft Word, Outlook, and Excel	E
	Knowledge of Financial Regulations	D
	Experience of working effectively with other organisations and agencies towards a common end.	D
	Management qualification	D
	The ability to identify those aspects of the management of the service that require personal involvement and those that should properly be delegated.	D
	The ability to devise and oversee the implementation of solutions to service issues.	D
Skills & attributes required for the role:	Confident in conversing in fluent English which is sufficient to fulfil all aspects of the role.	E
	Strong organisational or administrative skills with a methodical approach.	E
	Prioritising tasks and responding flexibly to meet demands and deadlines and working under pressure.	E
	The ability to think about issues, plan solutions and convert that thinking and planning into effective action	E
	Experience of effective managing own workload as well as team workload	E
	Effective negotiation skills and excellent communication skills both verbal and written in order to influence and persuade at all levels of the organisation, including at meetings of the Council and Cabinet	E
	Experience of presenting to a range of general public, political, technical and legal audiences	E
	Ability to promote the service through an articulate and confident approach	E
	Flexible and self-driven	E
	Experience of working unsupervised to resolve issues	E
	Experience of presenting at committee meetings	D
Other:	Experience of working as part of a team.	E
	Experience of working effectively in a changing and challenging environment	E



	Availability of vehicle or suitable other method in order to undertake the duties of the post	E
	Ability to attend meetings outside of office hours	E

*E = Essential D = Desirable

Signed.....Employee

Date.....

