

JOB DESCRIPTION

Job Title	Assistant Planning Manager		
Grade (if known)	K	Preparation date	March 2015
Business Unit	Resident Services	Revision date	May 2023
Section	Planning Development		
Responsible to (job title)	Planning Development Manager		
Responsible for total number of direct reports	4 - 6		
Responsible for total number of staff managed	9 - 16		

Main purpose of job

To lead the work of the Planning Development Teams in order to deliver a cost effective, responsive and high quality customer orientated service in line with development management principles.

Main responsibilities

1. To lead the work of the Planning Development Compliance and Enforcement, Compliance and delivery, Historic Environment and, Planning Development Support, and Community Infrastructure Monitoring Teams. Authorisation to take all delegated Planning Development decisions.
2. Be the Project Director for schemes of significant corporate importance, including Manydown, and other large scale major development to facilitate development and growth within the Borough. Secure income through negotiating Planning Performance Agreements for large scale major development, authorise these, and monitor and manage the resource associated with such agreements.
3. Create, maintain and develop quality systems for receipt, processing and performance management of planning applications and related development control activities to include appeals, enforcement, and the Community Infrastructure Levy and Section 106 Infrastructure monitoring.
4. To provide advice and assistance on all matters relating to planning compliance and enforcement, planning enforcement appeals, and at court through injunctions and prosecutions, and high hedges, including leading on, and delivering a coordinated response. Delegation from Head of Service to authorise all delegated actions.
5. To oversee the effective and efficient monitoring and compliance of Section 106 Agreements and the effective and efficient administration of the Community Infrastructure Levy to secure necessary infrastructure for the Borough.
6. To ensure the proactive and effective processing of pre-applications, planning applications, and appeals against planning decisions to ensure the delivery of high-quality sustainable development.
7. To provide a coordinated and positive Historic Environment service in support of the Planning Development function alongside the development of necessary Heritage planning policy and guidance.
8. To deliver a proactive, responsive, proportionate and outcome focused service responding to the council's vision, development plan policies, community strategy, corporate objectives, appropriate legislation and agreed performance standards.
9. Servicing the Development Committee in respect of development matters, including as Lead Planner, and provide to the public, partners, senior management and elected Members of the Council advice in accordance with the Development Plan and other relevant documents, Regional and sub-regional

policies and guidance and planning legislation including as lead officer at Development Control Committee.

10. Sourcing and appointing external consultants in relation to specialist work areas for applications and appeals, expert witnesses for planning appeals and undertaking direct case officer functions for prescribed periods. Managing performance and ensuring key requirements are met.
11. To provide Planning Development advice as a member of (or Project Manager of) inter-divisional or inter-departmental project teams involved in developing and implementing the Council's corporate strategies and priorities.
12. To act as deputy in the absence of the Planning Development Manager including as principal advisor to the Head of Service, SLT, members, and the council on all planning and development related issues

Key tasks

1. To lead the work of the Planning Development Team and to monitor and review the effectiveness of the services undertaken throughout the development process, adopting recognised good practice, to include registration, pre-application, application, consultation, determination, appeal, delivery, enforcement and monitoring.
2. To consider, recommend, and sign off, decisions on major / significant development and compliance and enforcement action/proposals and facilitate sustainable development in a proactive, collaborative and proportionate approach with all customers to include applicants, agents, consultees, neighbours and other interested parties.
3. To attend meetings, prepare agendas, present reports, and advise the Development Control Committee (including as lead officer), accompany Members on site visits, and to action outcomes from the committee.
4. To work collaboratively with developers and their advisors to secure sustainable solutions which meet the council's vision, development plan policies, community strategy, and relevant planning legislation, and work with developers towards the delivery of schemes.
5. Review and approve statements of case and proofs of evidence for appeals related to the planning development and enforcement and CIL/Section 106 function, and where relevant produce own, and attend Public Inquiries and Hearings as the Council's professional expert witness.
6. To input to the development, implementation, monitoring and review of the Local Plan.
7. Provision of effective support for staff including training, career development to ensure positive talent management and succession planning.
8. Take a proactive approach to building effective links and partnerships with internal partners, the public, local amenity groups, businesses, Members, other local authorities including Parish Councils, Central Government, developers, and local external organisations.
9. To assist the Planning Development Manager in the preparation and maintenance of annual service plans and action plans.
10. Interpret new and existing legislation, council policy and strategy evaluating implications, briefing the Head of Service and relevant committee(s) and implementing changes where necessary ensuring that associated procedures are updated, and training is delivered to staff.
11. Response to complaints about the service, monitoring trends and ensuring remedial actions and improvements are implemented. To manage customer feedback and respond to Freedom of Information and other corporate requests
12. To undertake such work as the Planning and Development Manager may determine that is compatible with the responsibility of the post.

13. To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on equalities, health and safety and safeguarding children).
14. Ensure that performance is reviewed regularly, clear objectives and targets are agreed with individuals and effective feedback is delivered and recorded together with any improvement actions and/or learning and development requirements

Essential User

Yes

Special features and/or equipment
(anything 'out of the norm')

- Attendance at evening and weekend meetings.
- Named contact for out of hours emergencies related to Planning Development or Enforcement

This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.