

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>12RT</b>	<b>Role Title</b>	<b>Planning Development Team Leader</b>
<b>Grade</b>	PS12	<b>Reports to (role title)</b>	<b>Planning Development Manager</b>
<b>JE Band</b>	519-613	<b>Directorate</b>	<b>Environment, Transport and Infrastructure</b>
		<b>Service/ Department</b>	<b>Infrastructure, Planning &amp; Major Projects - Planning Group</b>
		<b>Date Role Profile was created</b>	<b>Oct-20</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	To assist and deputise for the Planning Development Manager in leading and directing the County Council's statutory development management functions and planning enforcement and to assist in advising the Planning and Regulatory Committee in the exercise of its planning responsibilities.
<b>Work Context</b>	To lead and manage the work of the Planning Development Team jointly with another Planning Development Team Leader in the processing and determination of planning applications, offering pre-application advice, seeking to provide effective control and monitoring of minerals, waste and Regulation 3 development and to advise Members, applicants and the public on all aspects of Regulation 3. The County Council has statutory responsibilities for the determination of minerals and waste planning applications. It also determines planning applications for the council's own services (Regulation 3). There is a high degree of responsibility, particularly in managing and supporting the Planning and Regulatory Committee, including providing professional planning advice and member training, and ensuring that the development management process is undertaken in accordance with all statutory requirements.
<b>Line management responsibility</b> if applicable	Line management responsibility for the team of predominantly professionally qualified, or working towards professional qualification, staff delivering the County Council's statutory development management functions.
<b>Budget responsibility</b> if applicable	None directly but assist the Planning Development Manager in managing budgetary matters relating to staffing and specialist consultants; income derived from S106 Agreements, planning application fees and pre-application advice charges
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>Plan, organise and control the work of the service area to deliver organisation's objectives.</li> <li>Develop and implement operational plans and play a key role in the formulation of strategic longer term plans for the area to fit broader functional and council strategy.</li> <li>Lead major projects and reviews and represent the business area in internal and/or external initiatives to enhance reputation and service delivery.</li> </ul> <p><b>Policy &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>Ensure legal, regulatory and policy compliance of technically complex or high profile schemes/ initiatives.</li> <li>Formulate and deliver practical strategies, works programmes and service improvement in own area of specialism and monitor and control their implementation.</li> </ul> <p><b>People and Partnerships</b></p> <ul style="list-style-type: none"> <li>Liaise internally and externally at senior levels to establish service requirements and priorities and ensure issues are appropriately represented and acted upon.</li> <li>Work with a range of agencies and partners to identify and apply cost effective means of delivering improvements to practices within the specialist area and develop new relationships with key stakeholders as appropriate.</li> <li>May lead and manage a group of staff across a function/service, or as a significant part of a wide function to ensure programmes of work are effectively delivered.</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>Plan, control and monitor allocation and use of allocated budget/resources/funding effectively to ensure maximum value is delivered.</li> </ul> <p><b>Analysis, Reporting &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>Apply specialist expertise and use judgement to make decisions where solutions are not obvious.</li> <li>Identify issues and trends that may have an impact in their area of responsibility to enable and ensure that appropriate action is taken.</li> </ul> <p><b>Duties for all</b></p> <p>Values: To uphold the values and behaviours of the organisation.            Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.            Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"> <li>Degree or equivalent professional qualification in a relevant specialist area.</li> <li>May be required to be a member of a professional institute.</li> <li>Authoritative knowledge of the legislation, principles, practices, and procedures relevant to the role.</li> <li>Substantial experience working at a senior level in a relevant role</li> <li>Proven ability to manage budgets and resources.</li> <li>Proven ability to deliver technically complex programmes of work to deliver agreed outcomes and objectives.</li> <li>Comprehensive knowledge of computerised business systems.</li> <li>Excellent verbal and written communication and interpersonal skills with high level negotiation and influencing skills.</li> <li>Proven ability to work collaboratively with internal and external partners/professionals.</li> <li>Advanced problem solving and analytical skills with the capacity to devise and implement innovative solutions for strategic change.</li> <li>Proven ability to assess risks and benefits in a complex environment and respond appropriately.</li> <li>Clear evidence of political sensitivity and awareness.</li> <li>Ability to understand, meet and exceed customer expectations.</li> <li>Excellent leadership skills with substantial experience in motivating, coaching, mentoring and developing staff.</li> </ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	Relevant degree; member of the Royal Town Planning Institute or a comparable professional qualification. Needs a full UK driving licence. Ability to manage and develop a team of specialist and professional staff. Needs to have a secure grasp of relevant planning and technical matters. Able to communicate effectively and maintain good relationships with applicants, consultants, Members and the public. Sensitive to the political dimensions of a particularly controversial area of work. Should be able to work under pressure and cope with criticism. Drive, commitment and enthusiasm
<b>Role Summary</b>	Roles at this level are substantial management roles involving management of services of a technical or specialist nature and will typically engage with a range of agencies, internal and external partners. They will manage a professionally qualified team to deliver major technical projects and/or regulatory services. They have a key role in regulatory assessment, decision and enforcement and require a high degree of technical or specialist knowledge and expertise which is used to exercise high levels of judgement and decision making in their area within broad parameters and policy guidance. Roles at this level are accountable for the professionalism of technical or regulatory services under their remit.

### Reason for Benchmarking - please complete the appropriate Business Case below

Reason	Guidance for Business Case	Business Case
<b>A - Creation of a new role</b>	Please provide context to the creation of this new role.	
<b>B - Creation of a new role as a result of a reorganisation</b>	Provide context for the reorganisation. Please include sufficient detail to explain the extent of the reorganisation (team level, department level, etc) as well as the impact on the responsibilities associated with this profile. How has this work been carried out previously and why this is no longer appropriate or, if there are new tasks, why do they need to be undertaken?	The Planning Development and Minerals and Waste Policy Teams are currently separate entities in the Planning Group. These two work areas are very closely aligned and overlap to a great extent. The professional officers within each should have experience of both these elements but, in reality few do. The retirement of the current Minerals and Waste Planning Policy Team Manager allows for realignment of these two teams with the Minerals and Waste Planning Team, becoming part of the broader Planning Development Team, under the overall management of the Planning Development Manager. This will better align the two work areas, will allow for increased synergy between the two, allow for more agile and flexible use of staff resources and offer increased opportunities for staff to broaden their experience. The Minerals and Waste Planning Policy Team Manager role will be deleted and replaced by the Minerals and Waste Policy Team Leader role.
<b>C - The profile has been reviewed to more accurately reflect the existing duties of the current role</b>	Please explain how the responsibilities of this profile have changed and what the impact of this has been on the team/department. Please state the current grade/level of the role and why the changed responsibilities sit appropriately at the proposed level.	

Date new role profile has been agreed with the role holder(s) Reason C of the business case only

Current grade of the position - Reason C of the business case

The below two fields to be completed by non-school roles only

OM Number of the position - Reason C of the business case. State all position numbers that are affected, if there is more than one position with the same role title and grade. Please note that all position holders have to agree.

Manager's OM Number this role reports to - Reasons A, B, C

20107475

### Requesting manager's details

<b>Manager's name</b>	<b>Manager's role title</b>	<b>Date request submitted to HR</b>
Katie Stewart	Executive Director ETI	26/06/2020

### Approval Section

Non-schools complete yellow parts, schools complete green parts

#### Requesting manager to confirm:

1. Head of Service/Headteacher for schools approval for the creation/amendment of the role

2. Senior Manager confirmation of the available budget (non-schools)

Please note that it is your responsibility to obtain the appropriate authorisations before the job profile is submitted for benchmarking.

<b>Position</b>	<b>Name</b>	<b>Date of approval</b>
Head of Service	Katie Stewart	26/06/2020
Senior Manager	Caroline Smith	26/06/2020

### To be completed and approved by HR

HR to confirm that the role is at a correct level within the particular Job Family

<b>Position Title</b>	<b>Name</b>	<b>Date confirmed benchmarking to</b>
	Geraldine Judge	01/07/2020

### To be completed by JE Coordinator

Reference Number BM-2020-356