

Harlow Council Job Description

Job Title:	Development Manager	Post Number:	PL0009X
Grade:	18	Date:	July 2023
Service:	Strategic Growth and Regeneration		
Location:	Civic Centre		
Responsible to:	Assistant Director Planning and Building Control		

Job Purpose:

To lead and manage development control service under the Planning and Building Control Manager to ensure:-

- **Best Value**
 - **Customer satisfaction**
 - **Achievement of performance standards and targets**
 - **Efficiency, effectiveness and economy**
 - **Conform and implement statutory requirements**
 - **Promotion of equality**
1. To be responsible for the management, supervision, direction and co-ordination of the development management employees under the direction of the Planning and Building Control Manager.
 2. To monitor, review and develop procedures to take account of changes in legislation and best practice at national, regional and district level.
 3. Represent and promote the Council on assigned internal, external bodies, partnerships and agencies.
 4. To manage assigned budgets to ensure expenditure remains within approved estimates and delivers Best Value.
 5. To deputise for the Planning and Building Control Manager.
 6. Other duties appropriate to the role.
 7. Statement of Health and Safety.

Breakdown of tasks:

- 1.0 To be responsible for the management, supervision, direction and co-ordination of the development management employees under the direction of the Planning and Building Control Manager.**
- 1.1 To lead, manage and train Development Management employees in order to ensure the delivery of Best Value to customer focused service and a continuous improvement of service delivery.
 - 1.2 To motivate, support and manage Development Management employees, to set work plans to ensure efficient and effective delivery of service.
 - 1.3 To undertake personal performance plans for the assigned staff.
 - 1.4 To ensure that employees are aware of and adequately discharge their responsibilities in regard to the Council's internal policies and procedures, service efficiency, responsiveness and effectiveness and the use of Council's resources.
- 2.0 Represent and promote the Council on assigned internal, external bodies, partnerships and agencies.**
- 2.1 Detailed understanding of government and council's policies, practices and procedures.
 - 2.2 To proactively and constructively contribute to corporate and cross service delivery of services.
 - 2.3 To identify and develop partnership working with external bodies and agencies and represent and promote the Council.
 - 2.4 To carry out regular liaison with users of planning service to obtain feedback on the quality of service delivery, instigate changes as necessary and provide appropriate advice.
- 3.0 To monitor, review and develop procedures to take account of changes in legislation and best practice at national, regional and district level.**
- 3.1 To have detailed knowledge of planning legislation and procedures for development management and to be able to demonstrate experience in leading negotiations on delivering major planning applications to support the regeneration of Harlow.
 - 3.2 To be able to analyse and interpret complex situations, produce solutions and develop long term strategies to ensure delivery.
 - 3.3 To promote sustainable development, high quality design, the built and natural environment, enhancing the quality of life for residents, promoting economic development and physical regeneration.
 - 3.4 To carry out enforcement of planning legislation.
 - 3.5 To prepare evidence for appeals and attend Planning Inquiries, Hearings and Public Local Inquiries.
 - 3.6 To provide proper advice and prepare and present reports to the Council, its Committees and other related meetings both internal and external to the Council. To be able to explain complex and contentious planning issues for those with and without specialist knowledge.
- 4.0 To manage assigned budgets to ensure expenditure remains within approved estimates and delivers Best Value**
- 4.1 To ensure the successful achievement of performance targets and standards for development management to secure and maintain funding.
 - 4.2 To monitor the budget, ensure financial accuracy and develop and implement systems to facilitate the delivery of Best Value.

5.0 To deputise for the Planning and Building Control Manager.

- 5.1** To perform the functions of Proper Officer or such other delegated functions as may be specified in the Scheme of Delegation to Officers.
- 5.2** To be able to form reasoned and balanced judgements taking account of conflicting demands and objectives for urban design, quality of built and natural environment, sustainable development of economic growth, regenerations and resources.
- 5.3** To work with the Planning and Building Control Manager to develop the ICT systems to allocate, monitor progress of planning applications, develop information support systems for applications, agents and public on development management functions.

6.0 Other duties appropriate to the role.

- 6.1** To undertake other duties commensurate with the grade, skills, knowledge and experience of the post holder.
- 6.2** All employees are expected to show a commitment to safeguarding children, young people and adults with care and support needs.
- 6.3** All employees are expected to have regard and operate within the Council's commitment to equality and diversity and customer care.
- 6.4** All employees are expected to adhere to requirements of GDPR (General Data Protection Regulation) and The Data Protection Act 2018 and comply with measures to protect the confidentiality of information in accordance with Council policies and procedures.
- 6.5** All employees are expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

7.0 Statement of Health and Safety

- 7.1** Harlow Council is committed to the provision of high quality health and safety standards. In order to achieve this all staff employed by the Council have the following specific responsibilities, which are consistent with the requirements of the Health & Safety at Work etc. Act 1974.
- 7.2**
- To take reasonable care for the health and safety of yourself and of other persons who may be affected by what you do or fail to do.
 - To co-operate with Harlow Council in order to enable statutory requirements to be implemented.
 - Not to intentionally interfere with or misuse anything provided in the interests of health and safety.