Grading
Job Description and Employee Specification

Job title: Lead Officer - Development Management	**Service area**: Communities
Post number:	**Division:** Assets and Development
Grade: 11	**Section/team:** Development

Overall purpose of job:

- Provide leadership and vision in the management of the Development Management Service.
- Develop a positive and pro-active culture and enthuse others to perform to an excellent standard.

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Main responsibilities:

1. Lead on the delivery of a development management service that supports the council's plan and the North Lincolnshire Local Plan.
2. Act as expert advisor to the council and its planning committee on the discharge of its statutory functions and represent the council at public examinations and planning enquiries.
3. Authorise and oversee the negotiation of financial contributions including section 106 agreements and the Community Infrastructure Levy on behalf of the council.
4. Responsible for establishing a customer focused development management service with an external reputation enabled, progressive and commercial. To be innovative and entrepreneurial in anticipating the future corporate and customer needs for improving the planning service in the context of change, market fluctuations and private sector competition.
5. Lead the operational staff team and manage its resources to deliver all key functions, and ensure staff performance is high quality, customer focused, efficient and value for money.
6. Enhance staff motivation and staff development through training and advancement opportunities so that individuals achieve their maximum contribution to the council's and service's objectives and aims.
7. Deals with complaints and enquiries concerning real or perceived failures in service and to undertake necessary investigation and implementation of remedial measures.
8. Support the Head of Planning in managing the service area across and play a full role as a member of the senior management team delivering the council's

aims and objectives and deputise for the Head of Planning when required and represent the department at relevant local and regional forums and networks.

9. Promote and develop the planning service within the local community and develop innovative approaches to ensuring effective community engagement on all planning issues within North Lincolnshire's diverse communities.
10. Implement a culture based on the organisation's values and goals. Provide a development management approach that maximises resources, optimises fee income and reduce planning appeals.
11. Lead and co-ordinate the workforce to achieve the expected service standards and respond to service disruptions.
12. Responsibility for ensuring compliance with all relevant health and safety legislation at all times.
13. Identify opportunities for service transformation through innovation, consultation, and periodic review.
14. Deputise for the Head of Service when required and represent the department at local and regional forums and networks.
15. Manage all Development Management budgets in line with organisational requirements to ensure value for money, ensuring financial balance and providing the Head of Service with reports on financial activity as required.
16. Reports regularly to the Head of Service on performance, safety, and compliance. Identifying all issues which require consideration by the Senior Leadership Team.
17. Deals with complaints and enquiries concerning real or perceived failures in service and to undertake necessary investigation and implementation of remedial measures.
18. Support the Head of Service in managing the service area across all its functions and play a full role as a member of the senior management team delivering the council's aims and objectives.
19. Acts as an investigating officer when required, making recommendations for future actions and/or improvements in response to external complaints or matters of internal conduct.
20. Required to be part of the council's Emergency Management arrangements.

Knowledge, skill and experience:

Qualifications

- Degree in appropriate relevant subject.
- Current membership (or eligibility for Membership) of the Royal Town Planning Institute.
- Management qualification or relevant professional experience.
- Demonstrates continual professional development within the sphere of Development Management.

Knowledge/Skills

- Detailed and practical knowledge of planning and development related

legislation.
- Expert knowledge of Planning legislation, including Planning and Compulsory Purchase Act 2004, Town and Country Planning Act and associated Rules, Orders and regulations and Directives.
- Highly skilled in leading complex planning and financial negotiations.
- Significant awareness and ability to operate in a political environment with senior politicians and business leaders.
- Excellent verbal communication and interpersonal skills that inspire trust, encourage collaborative working and co-development.
- Good financial management skills, with the ability to manage complex budgets.
- IT literate, with the ability to use and interrogate a variety of systems.
- Ability to motivate staff, to set clear directions, to build trust, to inspire confidence and to manage performance within the section.
- Ability to think strategically and to see how development management can contribute to the Council Plan.
- Influencing, negotiating and presentation skills.
- Ability to apply strategic and operational decision making.
- Ability to write and present reports, briefing notes and decision records.
- IT literate, with the ability to use and interrogate a variety of systems.
- Excellent time management skills, with the ability to work to tight deadlines and constantly changing priorities.
- Resilient and tenacious.
- Positive role model.
- Flexible approach to working arrangements.
- Ability to transport self around North Lincolnshire in a timely manner.

Experience

- Experience of working in a political environment.
- Change management experience.
- Successful track record of achievement and delivery within a planning or built environment profession.
- Comprehensive experience/knowledge of the principles and practice of:
    - effective people management.
    - excellent customer service.
    - continual improvement using an evidence based approach.
    - appropriate risk management and risk enablement.

- Experience of monitoring and co-ordinating complex revenue and capital budgets.
- Experience of service planning, policy development and implementation, and performance management.

Creativity and innovation:

- Advises Head of Service on strategy, service plans and legislative changes within own area of responsibility.
- Continually assess all current working practices, identify areas for improvement, and manage their implementation, ensuring consistency across the unit and with other units.
- Constantly review resources to optimise value for money and identify opportunities for more effective working.
- Set targets and monitor progress of all staff to ensure service delivery is achieved.
- Contribute to regular financial and budget monitoring, address issues and deal with variances through researching alternatives where necessary.
- Provide innovative solutions for achieving key performance indicators (KPI`s) and other targets and for resolving complaints.
- Requires a very high degree of creativity and problem-solving ability to create successful solutions for major developments from complex and difficult planning issues.
- Create and deliver presentations, briefings and information for MPs, councillors, communities and individuals on complex planning issues in a clear and coherent manner.
- Identifying creative solutions with the aim of meeting the council plan/s and outcomes.
- Meeting deadlines in a demand led, responsive, customer focused, high-profile, front-line service area.
- Preparing policy, strategy, and contract documents.
- Translating government legislation/policy into practice.
- Implementing corporate and service area strategies.
- Agree performance objectives, define indicators, and establish monitoring/recording systems.
- Identifying areas for improvement, considering feasibility and cost of proposed changes, plan changes, reach agreement and implement.
- Responding to consultation documents (internal and external).

Contacts and relationships:

Regularly deals with a range of complex and contentious strategic and operational matters, which will have significant implications on the service, the council and the people of North Lincolnshire. Will need to consider political and commercial sensitivity and the organisational goals of the council.

- Advises the council and its outside partners on high level and complex planning and regeneration issues, which will have major implications for both the council and its partners.
- Required to act on behalf of the council as the council's planning expert and advise the council and external organisations and individuals on all planning matters.

- Head of Service/Assistant Director/Director - to discuss strategic and operational issues. These issues can be of a complicated, complex, and sometimes sensitive nature regarding the management of assets, personnel, and third parties – weekly.

- Service management team – regarding staffing, service delivery and policy issues, complaints and elected member queries, contractor disputes and procurement issues – daily/weekly.

- Senior Managers - influence and liaise as required to ensure that strategic planning and implementation of asset management plans, and statutory compliance with regulations are carried out consistently and effectively – as and when required.

- Elected Members, Parish Councils, neighbourhood groups and individuals – leads and regularly attends meetings and discussions. Acts on behalf of the council as the council's planning expert - regularly.

- MPs/senior civil servants – required to provide briefings and respond to information requests on behalf of the council - infrequently.

- Public and Private sector organisations – e.g. Humberside Police, NHS, businesses, in order to provide advice as the council's planning expert and provide - regularly.

- Planning Agents – regarding liaison on Development Management. Leads Forums and groups e.g. Planning Agents forum - weekly.

- Residents and communities across the North Lincolnshire area – regarding development management - regularly.

- National and local media – to provide information in response to media requests - infrequently.

Decision making:

- Directly determine planning applications under the council's wide scheme of delegated powers and to make recommendations on other planning applications to the planning committee where appropriate.
- Authorise and oversee the negotiation of financial contributions including section 106 agreements and the Community Infrastructure Levy on behalf of the council.
- Makes decisions in respect of changes to service delivery, and policy and procedures, within area of responsibility, which may affect the services to vulnerable people and populations.

- Leads/manages the Development Management team ensuring an effective, high-quality service.
- Decides on workloads and programmes of work for teams.
- Decides on staff training and development needs within agreed budgetary limits.
- Decisions regarding complaints and enquiries concerning real or perceived failures in service and to undertake necessary investigation and implementation of remedial measures.
- Recognises, makes recommendations, and implements improvements in working practices to support delivery of performance targets.
- Identifies areas of financial risk and takes early action to mitigate.
- Within designated service area has delegated responsibility for budget decisions and the prioritisation of budget expenditure.
- Required to manage resources to achieve the delivery of long-term planning projects and respond to planning applications to achieve a timely delivery of government targets and a high-quality decision and final development design.
- The delivery of planning outcomes on decision time is performance monitored nationally by government and impacts on the reputation to the council and also attracts major financial reward to the council.
- Within the role of investigating officer, makes recommendations for future actions and/or improvements in response to external complaints or matters of internal conduct.

Responsibility for resources:

Financial resources:

- None.

Physical resources:

- Laptop - £760
- Mobile phone - £200

- 80% office based; 20% site based.

WORK ENVIRONMENT

Work demands:

- Work is largely operational, however, there will be strategic requirements to deal with that will impact on operational work.
- The workload to be undertaken is neither routine nor regular and fluctuates in terms of volume and nature and by its nature it cannot follow an established routine, given the requirements of the public, Town and Parish Councils,

Council Officers, Elected Members and outside bodies.
- The work requires the management of complex, constantly changing and conflicting priorities and deadlines.
- A high level of customer contact in a demand led environment necessitates prompt responses. Deadlines are usually very tight and timescales for completion of tasks short.
- The majority of the work is statutory, contractual or politically sensitive.
- Continual review of statutory regulations, codes of practice & established policies & procedures.
- The post has significant autonomy in structuring the working day requiring high levels of self-discipline and time management skills.

Physical demands:

- Normal physical demands.

Working conditions:

- Work will normally be carried out in an office and home environment but does require the post holder to visit various locations as need arises.
- Site visits – could be out on a field-based site where there is difficult terrain etc.
- Agile / hybrid working is in place across the council.

Work context:

- The nature of the work may be demanding and challenging although there is minimal risk to personal health and safety.

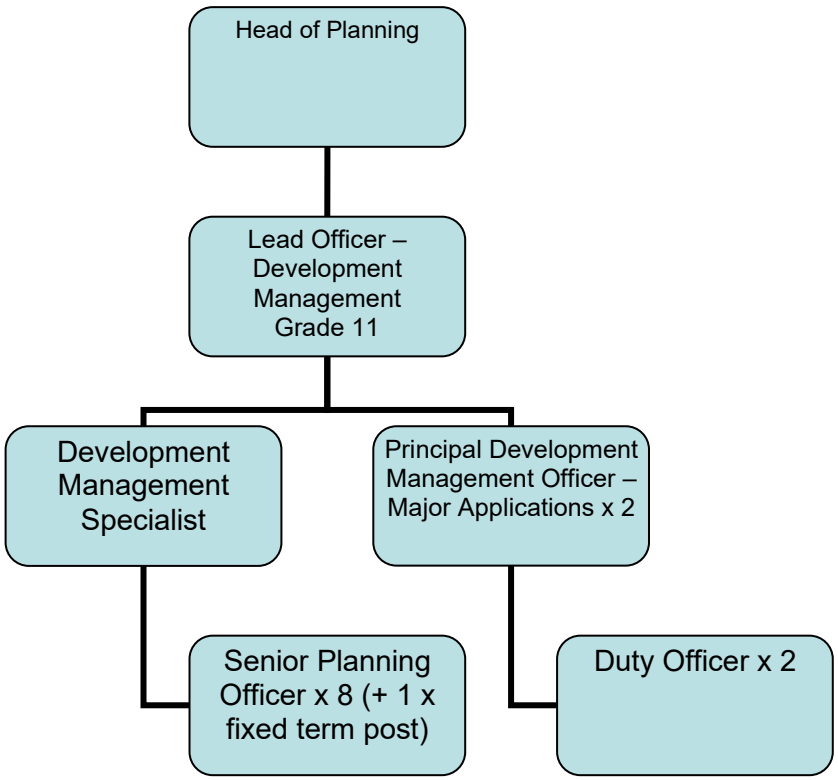
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Position in organisation:

Indicate how many staff the post is directly accountable for: 14

Are posts in more than one location? Yes ☐ No X
Is this at the same site? Are the posts managed highly mobile?
Is the supervision/management shared with another post in the structure? Yes ☐
No

Please indicate which post(s)



Job Description Version Control	
Date evaluated	8.5.26
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Updated by (manager name)	David Boreham
Checked by (HR name)	Jo Parker

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ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	**Application form (follow up at interview)**

- Detailed and practical knowledge of planning and development related legislation.
- Expert knowledge of Planning legislation, including Planning and Compulsory Purchase Act 2004, Town and Country Planning Act and associated Rules, Orders and regulations and Directives.
- Highly skilled in leading complex planning and financial negotiations.
- Significant awareness and ability to operate in a political environment with senior politicians and business leaders.
- Excellent communication and interpersonal skills that inspire trust, encourage collaborative working and co-development.
- Good financial management skills, with the ability to manage complex budgets.
- IT literate, with the ability to use and interrogate a variety of systems.
- Experience of working in a political environment.
- Change management experience.
- Successful track record of achievement and delivery within a planning or built environment profession.
- Experience of monitoring and co-ordinating complex revenue and capital budgets.
- Experience of service planning, policy development and implementation, and performance management.
- Comprehensive experience/knowledge of the principles and practice of:
  - effective people management.
  - excellent customer service.
  - continual improvement using an evidence-based approach.
  - appropriate risk management and risk enablement.

Knowledge, Skills and Experience	Application form

- Ability to motivate staff, to set clear directions, to build trust, to inspire confidence and to manage performance within the section.
- Ability to think strategically and to see how development management can contribute to the Council Plan.
- Influencing, negotiating and presentation skills.
- Ability to apply strategic and operational decision making.
- Ability to write and present reports, briefing notes and decision records.
- IT literate, with the ability to use and interrogate a variety of systems.
- Excellent time management skills, with the ability to work to tight deadlines and constantly changing priorities.
- Resilient and tenacious.
- Positive role model

Education, Training and Qualifications	Original documents

- Degree in an appropriate relevant subject.

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- Current membership (or eligibility for Membership) of the Royal Town Planning Institute.
- Management qualification or relevant professional experience.
- Demonstrates continual professional development within the sphere of Development Management.
- Management qualification or relevant professional experience.

Working Arrangements	Application form

- Flexible approach to working arrangements, as some evening and week-end meetings may be necessary.
- Required to be part of the council's Emergency Management arrangements.
- Ability to transport self around North Lincolnshire in a timely manner and at short notice.
- Agile working applies.

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	**Application form (follow up at interview)**
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Education, Training and Qualifications	**Original documents**
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THE POST IS SUBJECT TO:	
Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974	
Yes ☐	**No** X
Political restriction	
Yes X	**No**
The ability to speak fluent English under the Immigration Act 2016	
Yes X	**No** ☐

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• version Control	
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