JOB PROFILE

# Recruitment Information:

**Post title** **:** Development Management Divisional Manager

**Service:** Development Management-Based at East Pallant House, Chichester, West Sussex. PO19 1TY

**Directorate:** Planning and Environment

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# JOB Profile SUMMARy

Job Title Divisional Manager – Development Management

Reports to Service Director – Planning and Environment

The Planning and Environment Directorate comprises three service areas: Planning Policy, Development Management and Environmental Protection with each being led by a Divisional Manager. Together these services provide a focus for environmental issues, including the achievement of sustainable development which is respectful of the built and natural environment.

The Development Management service includes three applications teams, planning enforcement and the administration team. – see attached structure chart.

#  1.0 main Purpose of JOB

* 1. To manage the delivery and development of all functions within the Development Management service.

* 1. To ensure the achievement of the Council’s relevant strategic objectives and the efficient and effective operation of individual services. To ensure those services deliver their functions to the standards set by legislation, policy or management to provide a high quality of service to customers. To ensure resources are provided and managed appropriately. To manage the political environment within which the service operates.

1.3 Actively contribute to corporate initiatives or projects.

# 2.0 Key Duties/Accountabilities

2.1 Leadership of the service including overall responsibility for continued service development to ensure the provision of effective, efficient and modern services, meeting the standards and performance expected by the council.

* 1. Management of the service to ensure the delivery of high quality value for money services meeting high levels of customer satisfaction, service performance standards including staff performance and personal development.
	2. Contribute to and advise on preparation of the service budget, monitoring and control of income and expenditure and to ensure financial outcomes are in line with the approved service business plan.
	3. The effective and efficient use of resources to deliver service functions.
	4. To ensure health and safety legislation, policy and procedures are adhered to in all relevant service functions.
	5. To ensure the Service complies with the relevant legislation, council policies and the Constitution.

# 3.0 Additional Duties & Accountabilities

* 1. tOTo report to the Director and be accountable for progress in relevant areas and to deliver services to meet established criteria and government performance requirements and ensure that comprehensive arrangements are in place to manage and monitor progress and to intervene and improve as may be necessary.
	2. To prepare the annual Service Plan and manage and monitor performance targets and the implementation of projects within it.
	3. To ensure that a consistent and high standard of recommendation is achieved by all members of the teams with the aim of achieving high quality decisions and development.
	4. To foster the well-being of staff by giving and sharing experience, by keeping up to date with changes in legislation and policy and by involving staff in more complex matters at appropriate opportunities.
	5. To ensure that subordinate managers and staff are trained and fully equipped to discharge fully their given areas of responsibility and to oversee the preparation and implementation of the service training plan.
	6. As a member of the Directorate Management Team to attend and contribute fully to the development and achievement of determined priorities.
	7. To actively contribute to identifying ways of enhancing service delivery taking account of changes in government policy and legislation.
	8. To support the Director in managing the provision of agency arrangements for the SDNPA.
	9. To develop effective working relationships with other Divisional managers and contribute and facilitate as necessary in relation to the functions of the Directorate to ensure efficient delivery of services, including the preparation and implementation of the Local Plan and other strategic plans and objectives.
	10. To work constructively with and support Members in relation to development management and enforcement matters and to attend meetings of the Planning Committee to provide leadership, support and recommendations and answer members questions.
	11. To participate and lead negotiations in relation to major or controversial development proposals and to examine subsequent applications and advise the Director on appropriate recommendations for Committee consideration.
	12. To provide advice to officers, applicants, developers and agents on development proposals and ensure the delivery of sustainable development.
	13. To be responsible for the planning appeals process, ensuring it operates efficiently and effectively in accordance with statutory procedures, including review of the Council’s performance and ensuring that action is taken to maintain a high success rate.
	14. To oversee the management of the planning enforcement function to achieve an efficient and effective service, using delegated powers to determine when enforcement action should be taken and at what level and to report to Committee in appropriate cases.
	15. To coordinate and lead on high profile and complex enforcement investigations including attendance at appeals as may be necessary.
	16. To manage the development management administration systems and procedures to that systems used are up to date and operationally effective
	17. To manage leave, absence and related operational matters arising from other managers reporting directly to the postholder.
	18. To be responsible for the consideration of service complaints and support the response to Ombudsman investigations.
	19. To attend meetings of cabinet, Council and any other member meetings, Task and Finish Groups and meetings of Parish Council’s and other interest groups as appropriate.
	20. To represent the Service on external, internal and other groups as required.

# 4.0 KNOWLEDGE, SKILLS & EXPERIENCE

## Business Knowledge

* 1. Demonstrable achievement in providing strong, decisive leadership for multi-disciplined teams/individuals.
	2. Successful track record of establishing a strong service performance culture to continually improve standards, value for money and outcomes.
	3. Experience of managing change.
	4. Experience of applying employment related procedures, policies and legislation where appropriate.
	5. Ability to deliver/undertake difficult messages and conversations.
	6. Ability to fully understand the functions, roles and key accountabilities for those services for which the role is responsible for in order to support the service/team managers/staff and to effectively interpret this knowledge to a wider audience.
	7. Extensive knowledge of the current national and local government agenda specifically in relation to development management.
	8. Extensive experience working within a planning environment within the public sector.
	9. Achievement at a management level within a complex and customer focused environment.

## 5.0 Essential Functional/Technical Skills

5.1 Ability to demonstrate leadership qualities that genuinely motivate and instil commitment in others.

5.2 Ability to think and plan operationally, set realistic objectives, lead and inspire people and prioritise resources.

* 1. Political judgement and a high degree of political sensitivity.
	2. Experience of leading & implementing major change with the resources available.
	3. Highly developed analytical, networking, advocacy, oral, written and presentational skills.

5.6 Ability to work under pressure and to tight timescales to deliver projects and performance targets.

* 1. Contribute to partnerships and stakeholder groups to deliver wider community projectsand/or Council initiatives in your role as a representative of CDC.
	2. Experience and ability to promote a positive enabling culture.
	3. Ability to successfully analyse complex issues and situations and provide practical and creative solutions.
	4. A detailed knowledge of planning and development management legislation and policy.
	5. An appreciation of matters of design, aesthetics, architectural history, development viability, landscape assessment and building technology.
	6. Ability to negotiate improvements to development proposals to achieve the Council’s objectives.
	7. Diplomatic and confident manner when dealing with the public, colleagues, applicants and agents.

## Qualifications

6.1 Relevant degree or equivalent level qualification is essential.

* 1. Management qualification is desirable.
	2. Extensive relevant experience is essential.
	3. Member of the Royal Town Planning Institute or equivalent is essential.

## 7.0 Personal Attributes/Competencies

* 1. Reliable and resilient individual.
	2. Project management.
	3. Commercial acumen.
	4. Managing performance.
	5. Self-sufficiency.

7.6 Risk management.

This Job Profile is a description of the job as it is currently comprised.  The Council reserves the right to review and amend this Job Profile from time to time, if required to enable it to effectively carry out its functions.  Any changes that are made would be done so in consultation with the post holder and would be commensurate with the grade or salary of the post.