

Job Description

ASSISTANT DEVELOPMENT MANAGER - ENFORCEMENT, CIL & SPECIALISTS

1. DETAILS

Business Unit: Development Management and Building Control

Post Title: Assistant Development Manager (Enforcement, CIL & Specialists)

Team: Development Management

Grade: MMB

Work Base: Civic Centre, Addlestone

Working Hours: 37 Hours per week (flexible working subject to negotiation)

Prepared/Agreed by: Ashley Smith

Date: January 2021

2. ORGANISATIONAL RELATIONSHIPS

Reports to: Development Manager

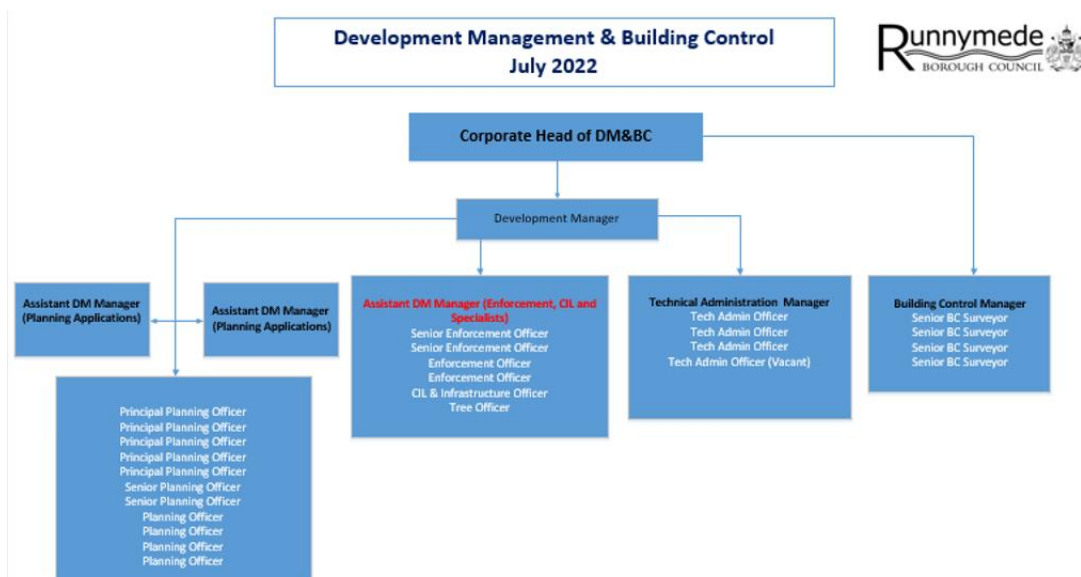
Directly Supervises:

- Enforcement Officers
- CIL Officer(s)
- Tree Officer (s)
- Other Specialists & Consultants (e.g. Conservation officer)
- Other staff as required

Indirectly Supervises:

- Other DM staff (as required and as part of management team).

3. SERVICE STRUCTURE



4. RESPONSIBILITY FOR FINANCIAL RESOURCES

- Assists in Development Management budget process & monitoring in conjunction with CHDMBC & DM Manager.
- CIL gathering and monitoring

5. JOB PURPOSE & OBJECTIVES

The primary function of the role is to manage the Council's Enforcement, CIL and specialists team and to assist the Corporate Head of Development Management and Building Control and Development Manager in the delivery of the wider service.

To assist in ensuring that the Development Management Service, in particular Planning Enforcement, CIL, Trees and other specialists, are managed efficiently and effectively to meet both the Council's own aims and objectives and its statutory responsibilities under the Town and Country Planning function.

To contribute to the corporate activities and responsibilities of the Council as a whole, including the support within the wider Planning Business Centre, the whole Council and with Partner organisations. Driving continuous improvement in performance and customer service.

The main objectives of the job are to manage the Council's Enforcement, CIL and Specialist team to ensure:-

1. That timely and effective enforcement action is taken against breaches of planning control within the Borough where this is in the public interest.
2. That CIL monies are fully and properly gathered.
3. That other specialist functions are properly and fully discharged.
4. That the quality of work of the ECSS Team as well as wider DM team is of a high standard so as to ensure development contributes to the social, economic and environmental well being of the Borough.
5. Targets, with particular reference to the quality and speed of decision making, described in the Planning Business Plan are met (particularly in area of focus).
6. That expenditure is within budget provision

6. MAIN DUTIES OF THE POST

1. To exercise the Planning Enforcement, CIL and specialist functions of the team in conjunction with CHDMBC and Development Manager.
2. To assist the Development Manager/Corporate Head by leading and monitoring the team and individual performance with regard to enforcement actions, CIL, Appeals to meet the requirements of the Business Centre Plan and statutory targets.

3. To assist the Development Manager/CHDMBC in the day to day guidance, supervision, appraisal, training needs and management of all Development Management staff and work.
3. To assist the Development Manager in the monitoring and supervision of the use and development of computerised systems, including Document Management Systems for the Development Management Team.
4. To be actively involved or deal with the handling of the more complex and sensitive enforcement case and applications and other matters.
5. To advise Elected Members, staff, applicants, professional agents and the general public on enforcement issues and other matters within team remit and wider service.
6. To assist the Development Manager in the supervision and delivery of consistently high quality reports and recommendations on enforcement matters and applications to the Planning Committee.
7. To attend and present recommendations on planning and enforcement matters to the Planning Committee.
8. To assist and deputise for the Development Manager as required in the determination of defined planning applications in accordance with the Council's delegation procedure.
9. When necessary to assist the Development Manager in the co-ordination, supervision, completion and submission of high quality appeals statements and evidence by all Planning, Enforcement and Specialist Officers within the appropriate timescales.
10. To prepare written statements and proofs of evidence for appeals, attending Informal Hearings and Public Inquiries as an expert planning witness.
11. To keep up-to-date and advise staff on current legislation and procedures affecting the Planning function.
13. To Deputise for the Development Manager as required
14. Any other duties and responsibilities that may be reasonably allocated from time to time as necessary.

General

The above is a record of the main duties and responsibilities of this post at a given date. As necessary, following consultation, duties and responsibilities may change from time to time to meet the requirements of the service. Any such changes will be incorporated in a revised Job Description and, where appropriate, result in a re-evaluation of the grade of the post.

RUNNYMEDE BOROUGH COUNCIL

PERSON SPECIFICATION FOR ASSISTANT DEVELOPMENT MANAGER (ECS)

Essential	How assessed		Desirable	How assessed	
	A.F	Int		A.F	Int
<u>Education & Training</u>					
Chartered Town Planner (Royal Town Planning Institute or equivalent/or significant experience)	✓	✓	Any other qualification in related disciplines Worked at management level in local authority	✓	✓
<u>Experience & Knowledge</u>					
Demonstrate extensive experience in Planning Enforcement and an understanding of the role of Development Management in the achievement of wider council and community objectives	✓	✓	Experience of working in a political environment Experience and ability to deliver tasks and projects, utilising project management skills	✓	✓
Demonstrate suitable experience of undertaking and managing appeals and of the legal processes associated with Planning Enforcement,	✓	✓	Experience of the CIL regime		
Significant experience of proactively progressing complex enforcement matters.	✓	✓			
Advanced understanding of the general legal and regulatory frameworks and processes relevant to the work of local authorities	✓	✓			
Experience and ability to deliver tasks and projects, utilising project management skills	✓	✓			
Sound understanding of performance management	✓	✓			
<u>Personal Qualities/Personality</u>					

Highly developed interpersonal skills especially influencing/ persuasion/ negotiation and finding suitable solutions to problems whilst remaining calm	✓	✓			
Promotes positive team culture and encourages and motivates individuals and team to achieve	✓	✓			
Leads and sets example for the desired behaviour and performance of staff	✓	✓			
Excellent and confident communicator (both verbal and written)	✓	✓			
Adapts positively to and influences change	✓	✓			
Political awareness to achieve effective working relationships with elected members and senior leadership team	✓	✓			
Commercial awareness actively exploring options for savings and efficiencies and generating income	✓	✓			
<u>Skills</u>	A.F	Int		A.F	Int
Building strong network of collaborative relationships	✓	✓			
Lead, motivate, develop, support and empower staff in a changing environment to deliver required outputs	✓	✓			
Ensuring individual and team priorities are focussed on wider strategic needs of an organisation	✓	✓			
Managing remote/homeworking to ensure work outcomes are achieved whilst understanding individual/team needs	✓	✓			
Able to make difficult decisions and display balanced thinking	✓	✓			
Use of IT systems in general and to track progress towards goals and objectives	✓	✓			
<u>Career Objectives</u>					

Keen interest in improving the quality of the environment	✓	✓			✓
Desire to develop and progress a career in Planning and Local Government	✓	✓			
Enthusiasm for continued professional development	✓	✓			
Commitment to building and developing effective teams	✓	✓			
<u>Special Requirements</u>					
Evidence of self management	✓	✓			
Commitment to equality of opportunity	✓	✓			
Flexibility of approach to adjust to changing priorities	✓	✓			
Full driving licence and vehicle available for work	✓	✓			
Evening meetings	✓	✓			
Deliver best outcomes for customers within cost effective service delivery	✓	✓			