

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Development Lead for: <ul style="list-style-type: none"> • Applications & Enforcement • Major & Minor Applications • Strategic Sites
Service:	Planning and Economic Development
Team:	<u>Development Management</u> <ul style="list-style-type: none"> <input type="checkbox"/> Applications & Enforcement <input type="checkbox"/> Major & Minor Applications • Strategic Sites
Location:	The Burys, Godalming, Surrey, GU7 1HR / Working at Home
Reporting to:	Head of Planning and Economic Development
Responsible for:	A Team of professional officers and technical staff
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
	In Waverley we value taking ownership , where

Taking Ownership

everyone feels **personally committed** to issues at hand and is working towards a **positive outcome**.

PRINCIPAL PURPOSE OF THE ROLE

- To lead the operational management of one of three development management functional areas (Applications and Enforcement; Major & Minor applications; Strategic Sites) with the aim of securing and delivering high quality, sustainable development decisions which meet Council Policy objectives, in a timely manner.
- To work with development management colleagues to provide a comprehensive service, including being the Service subject matter expert on a specialism of planning development management.
- To be accountable for and manage the performance of the officers within the team against applicable national, corporate and Service Plan targets in liaison with the Business & Performance Manager.
- To be responsible for taking decisions on planning, listed building, advertisement, prior approval and other related applications on behalf of the Head of Planning & Economic Development, in accordance with the sub-scheme of delegation.
- To take the lead in respect of those applications required to be reported to Planning Committee, including presenting items or supporting officers, where necessary.
- To provide service leadership, as part of the service management team, contributing to the development and implementation of the service vision, strategies, service planning and actions plans required of the service.
- Working collaboratively with service colleagues to instigate and lead a range of projects and deliverables to drive through a period of change to enhance service improvements, bring a focus to performance, customer service and technology changes.
- To be responsible for building and maintaining positive relationships with both internal and external stakeholders, including MPs, elected Ward Councillors, other services/departments, developers, agents, applicants, statutory and non-statutory consultees, other local authorities and Town/Parish Councils.
- To ensure conditions are discharged in an efficient and timely manner,
- To manage the effective and efficient delivery of pre-application advice within the Teams and Planning Performance Agreements, where applicable.
- To be the lead officer on all planning enforcement matters (Development Lead – Applications & Enforcement only).

MAIN DUTIES AND ACCOUNTABILITIES**Role Specific Accountabilities:**Strategic Sites

- To lead a small team of Principal and Senior Planning Officers.
- To focus on the effective, efficient and proactive delivery of applications

and pre- applications relating to strategic sites either as allocated in the adopted Local Plan or 'made' Neighbourhood Plans; proposed for allocation in emerging Plans; or as otherwise identified by the Head of Planning and Economic Development as being of strategic importance.

- To promote the use of Planning Performance Agreements (PPAs), where appropriate, and ensuring PPAs are properly managed to meet agreed actions and timescales as set out within them.
- To ensure all post-decision matters relating to strategic sites are processed and determined in an efficient manner, including appeals.

Major & Minor Applications

- To lead a team of Principal, Senior and Planning Officers.
- To ensure effective processing and determination of a range of Major and Minor Applications to secure development schemes that meet the Council's Policy objectives by working in a positive and creative way, working proactively with applicants to secure developments which will improve the economic, social and environmental conditions of the area.

Applications & Enforcement

- To lead a larger team of Planning Officers and Senior Planners, plus also overseeing the work of officers within the Planning Enforcement Team under the supervision of the Enforcement Team Leader
- To ensure processes and procedures are in place for an effective and efficient pre-application and application process for the processing of a large volume of householder and other, generally more straightforward, planning and associated applications, working collaboratively with colleagues as necessary.
- To be the lead officer on all planning enforcement matters, including reviewing and signing off non-expediency reports, reports recommending action, formal notices, and enforcement appeal documentation (statements, etc.) under powers delegated by the Head of Planning & Economic Development.
- To attend enforcement appeal hearings/inquiries and the High/Magistrates Court, as required.

All Team Manager Roles:

- To be the lead officer responsible for advising the Head of Service and implementing necessary changes, on the following matters:
 - To make decisions for Planning Committee recommendations, articulated in reports, ensuring the accuracy and high quality of these
 - To make and manage decisions on applications in accordance with the Council's Scheme of delegation
 - Provide development management advice and guidance to stakeholders and third parties
 - To specifically review and approve sensitive applications and

notifications, including those involving EIA

- To be responsible for service delivery, including the performance management and customer satisfaction of the service delivery, taking appropriate action to ensure standards are met and working arrangements are in place to contribute to the meeting of service targets, in liaison with the Business & Performance Manager
- Approving reports on applications and notifications and managing the efficient throughput of decisions within the Council's scheme of delegation.
- Leading the servicing of the Planning Committees and arrange for Chairmen and Vice-Chairmen to be appropriately briefed.
- To ensure post-decision matters (e.g. conditions discharge, S106 agreements, non-material and minor-material applications) are processed and determined in an efficient manner.
- To oversee and respond to both informal and formal complaints in accordance with agreed timescales and to support officers within the team in dealing with complaints and dissatisfied and/or difficult customers.

- Supporting the Business & Performance Manager in auditing of the core systems and contributing to the updating of procedures and manuals with a view to continuous improvement.
- Overseeing and monitoring the preparation of evidence for appeals, attending informal hearings and acting as expert witness at local inquiries where important strategic matters to the Council may be tested.
- To prepare and present a wide range of management reports, communications and briefings as required.
- To keep abreast of national and local policies and community needs to ensure that the planning process can deliver the appropriate outputs and outcomes.
- Keep abreast of economic, legislative and social development affecting Local Government in general and their work area in particular and maintain professional development (CPD).
- To monitor service provision and undertake any relevant research and analysis required.
- To work closely with the other Development Leads to ensure a coordinated approach across the three functional areas and to provide flexible cover across any of the three areas to meet the demands of the service.
- To line manage and provide strategic direction to a team of professional planners and other officers, undertaking regular 1:1s and annual appraisals to ensure the delivery of an accurate and customer focused service, including:
 - Managing workloads and ensure the appropriate standard of

output in terms of quality and efficiency.

- Monitoring the performance of the team against agreed targets and take appropriate and reasonable measures to ensure targets are met.
- Ensuring the team communicates effectively with its customers
- To provide training and coaching to team members to enable them to develop their professional skills and understanding.
- To work collaboratively as part of the Service Management Team developing and implementing strategies, policies and procedures and deputising for the Head of Service on development management matters, when required.
- Work collaboratively with Councillors, senior officers and officers in the service to deliver agreed work.
- Attend and present at a wide range of meetings such as Executive Briefing, Executive, O&S Committees and Audit Committees, as required by the Head of Service/Strategic Director.
- Support the Head of Service to deliver an efficient and effective service, meeting performance targets and customer service standards.
- Support equality of opportunity for all employees and to implement and promote equality policies in all areas of work including attending training as appropriate.
- **Data Governance** - It is the responsibility of all staff who input, store, retrieve, or otherwise manage data to ensure that it is of the highest quality and complies with the Council's Data Protection Policies.
- **Business Continuity** - Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.

- **Health and Safety** - Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

DIMENSIONS OF THE ROLE

- Reporting directly to the Head of Planning & Economic Development
- Responsible for a team of professional planning officers at Principal, Senior and Planning Officer grades (plus the Enforcement Team Leader / Officers / Technician(s) in respect of the Development Lead - Applications & Enforcement)
- Annual workload of the Service is:-
 - Approximately 2,500 applications per year
 - Approximately 80-100 appeals a year
 - Numerous enforcement investigations (in respect of the role of Development Lead - Applications & Enforcement).
- Attending Planning Committee as and when required (currently approx.

every 4 weeks, but may be subject to change)

- Working flexibly, where required, from one Development Lead role to another and providing cover for the other Development Leads if necessary.

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- Appraise and approve recommendations and decisions on planning and related applications.
- Guide and advise other team members in the conduct and quality of the team's work and oversee and help manage their output in order to ensure efficient and effective operation of the team and expeditious decision-making
- To manage complaints, risk and issues regarding customer service delivery and customer satisfy action.
- Manage the investigation of breaches of planning control within the functional area and determine the appropriate course of action to be followed (Development Lead – Applications & Enforcement only).
- Ensure effective and timely processing and decisions on retrospective planning applications following enforcement investigation (ALL Development Leads)
- Provide input into the Service to ensure overall flexibility, awareness of issues and ensure up to date on changes to legislation, etc.
- To research, prepare & produce articulate and persuasive reports for a variety of audiences.
- To alert senior managers to service concerns and improvement opportunities.
- To provide input into the Service Plan, forward plans and other applicable service documents to ensure overall flexibility, awareness of issues and ensure up to date on legislation etc.

PLANNING/ORGANISING/CONTROLLING

- The postholder will be required to exercise professional planning judgement and make important decisions on a wide range of issues, many of which will be of significance to the Council as a whole.
- The postholder will be required to advise the Head of Planning Services and elected members on a range of issues with financial and organisational consequences.

- To be responsible for the routine implementation of the Council's Safety Policy within the Service including the conduct and regular review of risk assessments, safe systems of work and training of staff to ensure that work is carried out in a safe manner.
- Actively initiating and leading business improvement projects in conjunction with the Service Management Team, Business & Performance Manager and other colleagues within the Service.

CUSTOMERS AND CONTACTS

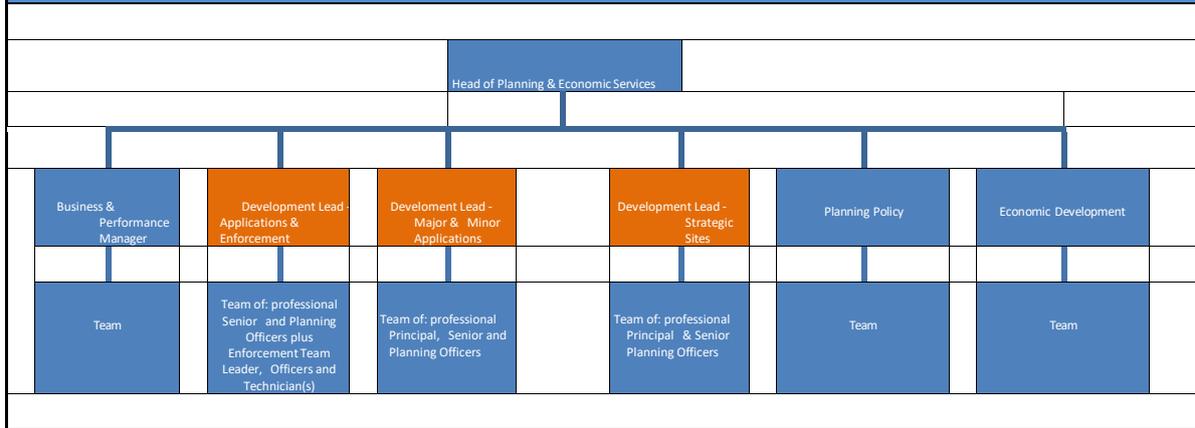
INTERNAL

- All Service staff and other Services of the Council and Members of the Council

EXTERNAL

- Applicants and agents, consultees, Parish/Town Councils, Residents, Amenity Societies, Planning Inspectorate, County Council Officers (including Highway Officers), Drainage Authorities, Environment Agency, Natural England, Historic England, and other stakeholders, as applicable.

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as **A**, **A/C** or **A/I** within their application form to be shortlisted for this role.

PERSON SPECIFICATION				
	ESSENTIAL CRITERIA	How ASSESSED	DESIRABLE CRITERIA	How ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	Degree level or equivalent in a planning discipline.	A		
	Full Chartered Member of RTPI and supporting academic qualifications.	A		
	ICT competent.	A/I		
KNOWLEDGE /TECHNICAL SKILLS	Demonstrable evidence of wide and substantial	A/I	Awareness of	A/I

	professional experience at a senior level in a planning environment.		Safeguarding	
	Knowledge and understanding of current issues shaping the planning environment and control matters	I	Project management frameworks and approaches	A
	Political awareness.	A/I		
COMMUNICATION	Well-developed influencing, negotiating, leadership and motivational skills.	A/I		
	Ability to produce and present detailed written reports and presentations tailoring style to the audience.	I		
	Excellent written and verbal communication skills, including accurate spoken English.	A/I		
CUSTOMER SERVICE	Demonstrable commitment to managing and promoting a culture of excellent customer service and handling customer complaints.	A/I		

	Ability to handle conflict calmly and effectively.	I		
	Adaptability and a capacity for change.	A/I		
	Understanding of and commitment to			

	promoting equality and diversity in service delivery and employment.	I		
TEAM WORKING	Ability to role model collaborative leadership and staff engagement.	A/I		
	Ability to work effectively in a Team	A/I		
	Demonstrable commitment to service improvement and performance management	A/I		
MANAGING SELF AND OTHERS	Ability to use initiative and work without direct supervision.	I		
	Ability to competently deal with a number of tasks at once achieving required deadlines.	I		
	Acts with integrity	A		
CAN DO APPROACH / ACHIEVING RESULTS	Track record of achieving high performance	I		
	Strong problem solving skills, demonstrating an ability to think creatively. .	A/I		
	Resilient and able to keep calm under pressure.	A/I		
ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet. item	A		
	Full and valid driving licence OR Ability to travel around the borough in an efficient manner, in order to carry out side visits or attend meetings	A		

	Ability to attend evening meetings	A		
--	------------------------------------	---	--	--

How assessed

A = Application CV/Personal

Statement C =

Certificates/professional

Registration D = DBS police check

E = Exercise

I = Interview

M = Medical assessment

For Official Use only			
Job title:	Development Lead	Post nos: (3no.)	TBC
Service:	Planning & Economic Development	JE score:	479
Team:	One of 3 distinct Development Management Teams: Applications & Enforcement OR Major & Minor Applications OR Strategic Sites	Pay band:	P4
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time 37 Hours/ Five day week
Competencies: (level 1 – 4)	Communication:	4	
	Customer Service:	3	
	Team Working:	3	
	Managing Self and Others:	4	
	Can do approach/Results	4	
REVIEWED BY:	Zac Ellwood - Head of Planning & Economic Development	DATE:	19.02.2021
CHECKED IN:	Employee Services	DATE:	22.02.2021