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# Recruitment information

## Team Leader, Development Management

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<b>Your title</b>	Team Leader (Maternity Cover)
<b>Post number</b>	TBC
<b>Your team</b>	Development Management, Planning and Environmental Health
<b>You would be based</b>	Civic Centre, Esher
<b>Your line manager</b>	Development Manager



**Elmbridge**  
Borough Council

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## About the role

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As team leader you will lead and manage a team of planning officers, including senior planning officers, planning officers and trainee planning officers.

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## The main purpose of the role:

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To assist in the management of the Development Management Team. You will be responsible for a team of planning officers, you will allocate their work, monitor the progress of applications and sign off applications under delegated authority. To provide professional guidance and direction to your team, particularly in terms of approach and recommendation, and to advise on specific problems and issues.

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## Specific duties and responsibilities

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- To manage and develop planning officers within an area team.
- To monitor the progress of planning applications against deadlines to ensure that they are progressed for appropriate committee meetings or determination by delegated authority.
- To agree and sign on behalf of the Strategic Director, delegated planning decisions and other such matters.
- To oversee the preparation of committee reports, the organisation of committee site visits and the briefing of the committee Chairman.
- To advise interested parties in relation to tentative or proposed developments and on all aspects of Development Management, including the Council's own development.
- To attend Sub-Committee and Planning Committee meetings necessary to assist in the reporting and consideration of applications and to advise the Committee and present reports on planning applications and other planning matters.
- To process major or controversial applications when required.
- To process appeals and prepare and present the Council's case at hearings and inquiries as necessary.
- To assist in the investigation of allegations of unauthorised activities as required.
- To assist the Development Manager in the management and running of the Development Management Team, including reviewing and process, systems and procedures.
- To deliver excellent customer care.

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## What's missing?

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Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

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## Your conduct

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We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

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## Equal opportunities

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We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

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## Health and safety

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We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

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## Personal and sensitive data

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You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

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## Talent development

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We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

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## Confidentiality

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We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

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## Person specification

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**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

### **What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom

**Team Leader**

**Post No: TBC**

**Team: Development Management**

**Hours: 36 hours per week**

**Salary: £52,633 - £61,800 (Scale 42-50)**

**Car Allowance: C3**

<b>Key requirements</b>	<b>Desirable/ essential</b>	<b>To be tested by: Application1 (A) Test (T) Interview (I)</b>
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<b>Qualifications and Education</b>			
1	A degree in Town and Country Planning or equivalent qualification	Essential	A
2	Eligible for Membership of the Royal Town Planning Institute	Desirable	A

<b>Experience</b>			
3	Significant experience of Development Management and major applications	Essential	A, T, I
4	Experience of informal hearings and planning inquiries	Essential	A, I
5	Track record of good organisational skills	Essential	A, I
6	Full understanding and experience of general Local Government procedures	Desirable	A, I
7	Previous use and exploitation of new information technology systems	Desirable	A, I

<b>Knowledge, skills and abilities</b>			
8	Ability to manage and motivate a professional team	Essential	A, I
9	Good communication skills	Essential	A, I
10	Proactive attitude to work under minimal supervision	Essential	A, I
11	Ability to prioritise and programme workload to meet deadlines	Essential	A, I
12	Full knowledge of relevant legislation and Government guidance	Essential	A, I
13	Commitment to delivering excellent customer care	Essential	A, I

<b>Special requirements</b>			
14	Full driving licence	Essential	A
15	Provision of own car	Desirable	A
16	Attendance at evening committee meetings and Member briefings as required	Essential	A
17	Ability to manage competing time pressures and workload	Essential	A, I