

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	Chief Executives
Division:	Planning and Economic Development
Post No & Job Title:	Planning Manager (Development and Policy)
Grade:	Grade 15
Responsible to:	P97 – Head of Planning and Economic Development
Responsible for:	Development Management and Planning Policy Team Leaders
Main purpose of the job:	The postholder is responsible for the overall supervision or work in the Directorate relating to development management and enforcement matters and conservation matters.

Main Duties and Responsibilities:

Development Management

1. Proactively lead the service to continue to resolve obstacles to the delivery of new development in the Borough in line with sustainable development and planning policy principles.
2. Assist the Head of Service as required in presenting development applications to committee for determination and advise elected members on planning matters.
3. Work with team leaders to achieve a high level of performance and achievement of agreed targets in relation to the development management function.
4. Act as lead officer for large or high profile applications as agreed by the Head of service.
5. Operate under delegated powers to sign off planning approvals within approved policy, providing appropriate advice, oversight, and challenge to development control team leaders and officers.
6. Negotiate with developers as required in the terms of planning agreements or obligations.
7. Work with team leaders and the Head of Service to ensure the preparation of the Council's case in relation to planning and enforcement related appeals and represent the Council as required in hearings or public inquiries.

8. Supervise the administration of development management matters, including reviewing good practice and potential improvements and secure the progressive implementation and development of digital service delivery, efficiency and good value for money in the process.

Policy Management

1. Assist the Head of Service as required in working with external partners in development masterplans for the area of strategic growth at Toton, and proposals for a Development Corporation, influencing proposals in the interests of the residents of Broxtowe and the agreed policy of elected members.
2. Ensure, working closely with the Planning Policy team, the development of and implementation of appropriate planning policies for the Borough.
3. Establish good partnership relationships with the Council's strategic planning partners, ensuring the Council discharges the duty to co-operate and that the Council is effectively represented within structures such as the Greater Nottingham Joint Planning advisory board and meetings which take place in relation to the development of an HS2 hub station at Toton.
4. Ensure the development of Neighbourhood plans across the Borough.
5. Ensure a high standard of environmental design throughout the Borough.
6. Ensure the conservation of appropriate buildings and areas and secure their enhancement as appropriate.

General Management duties

1. Undertake management responsibilities including recruitment, coaching, one to one management, personal appraisals and ensuring appropriate training and development of direct reports, as agreed with the Head of Service.
2. Ensure the safety of working practices, undertaking risk assessments and ensuring safe ways of working.
3. Procure work from external experts in accordance with financial regulations, and process invoices accordingly.
4. Interpret legislation and case law in respect of planning issues whether from pre application enquiries or on applications, appeals and enforcement cases, giving advice to direct reports or the Head of Service as required.
5. Assist the Head of Service as required in responding to queries from elected members, external partners and the public.
6. Play an active part in relation to the services managed ensuring compliance with information management policies and compliance with GDPR.

7. Attend meetings as required with residents, parish and town councils and external groups associated with the policy and development management function.
8. Investigate, deal with and resolve where possible complaints as directed by the Head of Service including LGO and ICO complaints.
9. Any other duties as required by the Head of Service.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Duties may include attendance at evening meetings and/or work outside normal office hours.

RESTRICTIONS

This is not a politically restricted post.

This post is not subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities for the Planning Manager but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.