



JOB PROFILE

SERVICE AREA	Planning – Development Management
JOB TITLE	Team Leader
POST NUMBER	
GRADE	J
RESPONSIBLE TO	Director of Place Corporate Manager Development Management
KEY LIAISON WITH	Development Management Officers Planning Policy Officers Planning Enforcement Officer Administration Team Councillors Parish Councils
JOB PURPOSE	To lead and direct the Development Management team in an efficient and effective manner to deliver the Councils place shaping agenda and provide a high-quality service to all our customers
JOB PROFILE LAST REVIEWED	October 2024

KEY CORPORATE ACCOUNTABILITIES

KEY SERVICE RELATED ACCOUNTABILITIES

1. Lead and motivate members of Development Management team; monitor and review individual performances and assist in their continued



professional development.

2. Ensure effective management and delegation of tasks within the service area, in accordance with legislative, corporate and service requirements.
3. Check reports and recommendations, signing off delegated decisions on all types of applications and approving reports for consideration by members at Planning Committee.
4. Contribute positively to the development and implementation of the Council's strategies and achievement of its objectives.
5. To provide excellent customer service to applicants, agents, residents and those using the planning service
6. When necessary, dealing with the processing of all types of planning applications, but specifically complex and major applications within given timescales.
7. Advise, negotiate and mediate with prospective developers and other customers on planning and general service matters
8. To be lead planning officer at Planning Committees, including the associated briefing, providing advice to members on the application and decision making process
9. To manage your own professional development to ensure you are up to date on relevant legislative and policy changes.
10. To have oversight of any applications subject to PPA agreements to ensure that billing and project management is in place and timescales are being met.
11. To be a key point of contact for Councillors, being responsive to requests for information and keeping members up to date on high profile applications.
12. To liaise with internal and external stakeholders and other bodies as appropriate to achieve the best results for the Borough
13. Undertake such other duties as maybe reasonably required within this post to support the operational needs of the service area and council, including maintaining business continuity and during any civil emergency.

This document is subject to review to reflect any changing operational needs of the service and the Council.



**BRENTWOOD
BOROUGH COUNCIL**



PERSON SPECIFICATION

JOB TITLE: Team Leader

DEPARTMENT: Planning – Development Management

Information for Applicants: The Person Specification provides an outline of the experience, skills and abilities we expect the successful applicant to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for. **Disabled people will be offered an interview where they meet the Essential Criteria alone**

Method of Testing

1 = Application Form 2 = Interview 3 = Assessment Tests

Weighting of Criterion

1 = Low Importance 2 = Medium Importance 3 = High Importance

<u>Key Competencies and Behaviours</u>	How Tested 1 - 3	Weighting of Criterion 1 - 3
1. Skills and Abilities – Essential		
<ul style="list-style-type: none">Comprehensive leadership/ management skills	1 & 2	3
<ul style="list-style-type: none">Proven experience of dealing with major/complex applications (commercial and residential) to conclusion.	1, 2, 3	3
<ul style="list-style-type: none">Negotiation skills in dealing with stakeholders and developers to ensure infrastructure and CIL delivery captured via legal agreement	1 & 2	3
<ul style="list-style-type: none">Understanding of development viability assessments	1 & 2	3
<ul style="list-style-type: none">Experience of expert witness at planning inquiries, dealing with planning appeals at all levels	1 & 2	3
<ul style="list-style-type: none">Articulate and able to communicate reasoned arguments and analyse complex issues effectively both in writing and verbally to a	1 & 2	3



<u>Key Competencies and Behaviours</u>	How Tested 1 - 3	Weighting of Criterion 1 - 3
<p>wide variety of people, groups and organisations.</p> <ul style="list-style-type: none"> • Excellent communication skills, including highly developed multimedia, oral, written and presentation skills. • Ability to work under pressure and achieve deadlines • Sound working knowledge of all Microsoft office applications • Ability to manage a diverse workload • Excellent interpersonal skills 	<p>1, 2 & 3</p> <p>1, 2 & 3</p> <p>1 & 2</p> <p>1 & 2</p> <p>1 & 2</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>
1. Skills and Abilities – Desirable		
<ul style="list-style-type: none"> • Ability to implement strategy and improvement plans • Assessing Development Consent Orders (NSIPs) • Masterplanning 	<p>1&2</p> <p>1</p> <p>1 & 2</p>	<p>2</p> <p>1</p> <p>1</p>
2. Special Knowledge – Essential		
<ul style="list-style-type: none"> • EIA and HIA Scoping and Screening, assessment of major applications • Educated to Degree Level in Planning or a relevant subject. 	<p>1</p> <p>1</p>	<p>3</p> <p>3</p>



<u>Key Competencies and Behaviours</u>	How Tested 1 - 3	Weighting of Criterion 1 - 3
2. Special Knowledge – Desirable		
<ul style="list-style-type: none"> • Member of Royal Town Planning Institute or other relevant institute • 	1	2
3. Experience – Essential		
<ul style="list-style-type: none"> • Sound working knowledge of Local Government in a planning environment. 	2	3
<ul style="list-style-type: none"> • An extensive and detailed working knowledge and experience of local authority functions, operations, and responsibilities. 	2	3
<ul style="list-style-type: none"> • Understanding and implementation of good service within a planning context 	1 & 2	3
<ul style="list-style-type: none"> • Demonstrable experience of planning service area delivery at all procedural stages and service operation 	1 & 2	3
<ul style="list-style-type: none"> • Experience in working with Members, corporately with senior managers and externally with other delivery partners and/or customers. 	1 & 2	3
<ul style="list-style-type: none"> • Experience of community involvement and facilitation 	1 & 2	3
<ul style="list-style-type: none"> • Mentoring and supporting less experienced members of staff, setting SMART goals and rating performance 	1 & 2	3
3. Experience – Desirable		
<ul style="list-style-type: none"> • Forward plans/policy planning 	1 & 2	1 & 2
4. Other Requirements – Essential		
<ul style="list-style-type: none"> • Ability to work corporately and with external partners, organisations and customers 	1&2	3



<u>Key Competencies and Behaviours</u>	How Tested 1 - 3	Weighting of Criterion 1 - 3
<ul style="list-style-type: none"> • Ability to work on own initiative. • Possess a full driving licence and use of suitable vehicle • Able to attend evening meetings as required and on occasions, as necessary, perform other duties outside normal office hours. 	<p style="text-align: center;">2</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p>	<p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p>
4. Other Requirements – Desirable		
<ul style="list-style-type: none"> • Ability to contribute to the monitoring of performance and meet targets 	1	2
5. Equality – Essential		
<ul style="list-style-type: none"> • Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post. 	1	3