



# Planning Team Leader

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Post number: PLN060

Grade: Scale 9

Date: May 2025

Service area: Strategic Planning and Development Control

Reports to: Strategic Planning and Development Control Manager

## Job profile

### Purpose

To lead and direct a team of Planning Officers within Planning (Development Management) and oversee the delivery of high-quality development and the timely throughput of the caseload of those Officers. To work with the Major Projects Planning Officer on the timely delivery of complex applications and to assist the Strategic Planning and Development Control Manager in providing a high quality, effective and efficient service in all aspects of planning and related functions.

### Dimensions

Manage up to 6 Planning Officers and other related staff members.

Deputise for the Strategic Planning and Development Control Manager.

### Main duties and responsibilities

1. To lead and supervise a team of planning officers/assistants and other related professionals, checking and signing decisions, monitoring caseloads and working practices and providing coaching/mentoring as necessary to ensure consistency and in a manner which satisfies the objectives of the service and meets agreed performance targets and deadlines.
2. To utilise performance management and project management techniques to ensure the effective determination of planning applications (across the team) including pro-actively removing obstacles, unblocking issues, and driving the expedient delivery of Cases. To work proactively with agents and applicants



to ensure that issues are dealt with in a timely manner in a positive and proactive way to ensure delivery of the aims of the Local Plan.

3. To embed a modern, proactive “can do” and “open for business” culture within the service as a whole and to train, mentor and develop planning offers to upskill the team as a whole and to increase service resilience and career pathways when roles become available to deliver a grow our own culture within the department.
4. To work with the Strategic Planning and Development Control Manager and Service Development and Technical Support Team leader to implement change which will include making suggestions (as to service improvements) and to lead the delivery of any changes which come out of the Councils Planning Review.
5. To work in conjunction with the Strategic Planning and Development Control Manager and Service Development and Technical Support Team leader on the continuous improvement of the service through the revision of policies and procedures and the implementation of improvements, having regard to customer needs, the Council's electronic service transformation agenda, working practices and available resources, in order to facilitate service delivery of the highest professional standards.
6. To manage and process a limited caseload of the most major and more complex planning applications, including carrying out site inspections, consultations, negotiations, advising interested parties, producing draft reports, making recommendations, and preparing draft decision notices, in accordance with planning legislation and in a consistent manner which satisfies the objectives of the service and meets agreed performance targets and deadlines.
7. To deal with all relevant correspondence and enquiries, including letters, complaints and pre-application enquiries working in a positive, proactive problem-solving manner, in accordance with agreed procedures/timescales.
8. To maintain a sound, up to date, knowledge of current planning legislation, development plan policies, government guidance and appeal decisions.
9. To attend Planning Committee and other meetings as necessary to present reports on planning applications and related planning matters and acting as the lead officer during committee site visits as necessary.
10. To assist with the completion of the appeal caseload including the preparation of statements, the marshalling of evidence and when necessary, attend and present cases at Planning Hearings and Planning Inquiries.



11. To liaise with Strategic Planning Officers and other relevant officers as necessary over policy issues, monitoring and review of planning decisions against policy.
12. To organise and present planning seminars as directed to Members, parish councils, local schools and amenity groups to heighten environmental awareness and involve the local community in the planning process.
13. To provide appropriate specialist advice to and work with the public, developers, agents, Members and other persons and bodies as appropriate, in connection with development principles and all other related matters.
14. To authorise and issue appropriate decisions in accordance with the Council's Constitution on behalf of the Strategic Planning and Development Control Manager, with regard to development applications submitted to the Planning Authority.
15. Complete performance appraisals, training plans and one-to-one briefings in accordance with HR policies and procedures.
16. To appropriately liaise with the Planning Enforcement Team regarding the development of appropriate responses to unauthorised development.
17. To assist the Strategic Planning and Development Control Manager in the management of the service in their absence.
18. To carry out other related duties as may be required and directed by the Strategic Planning and Development Control Manager.
19. To participate in training and exercises in support of the Council's preparations for responding to civil emergencies within the District.

## Special conditions

This is classed as a politically restricted post.

You will on occasions be required to work outside normal working hours to meet the needs of the service.

## Pre-employment checks

None

## Business Travel

Essential car user



## Person specification

### Qualifications

Description	Essential or desirable	Assessed through the application form or through the interview
Educated to master's level, or extended experience and/or training in relevant areas of work	Essential	Application
Professional RTPI planning qualification (external 2 years) or equivalent	Essential	Application

### Experience

Description	Essential or desirable	Assessed through the application form or through the interview
Significant experience in town planning and experience of managing multiple major and complex planning applications for residential and commercial development	Essential	Application/ Interview
Successful planning appeal record	Essential	Interview
Previous public sector experience	Essential	Application
Presenting at Public Inquiries or hearings	Desirable	Interview



## Knowledge, skills and abilities

Description	Essential or desirable	Assessed through the application form or through the interview
High technical knowledge of planning policy, urban design principles, and legislation	Essential	Interview
Awareness of the issues facing planning and of the economic, political and social context of planning decisions	Essential	Interview
Excellent communication, evaluation, negotiation, presentation and interpersonal skill	Essential	Interview
Excellent management skills to manage, coach and mentor a large multi-disciplinary team	Essential	Interview
Ability to organise and prioritise a substantial team caseload, using project management techniques to manage quality and throughput to achieve performance targets	Essential	Interview
Ability to read and interpret maps, plans, and technical drawings	Essential	Interview
Excellent public speaking and presentation skills and the ability to make complex matters understandable to a wide-ranging audience.	Essential	Interview
Providing appropriate specialist advice to the public, developers, agents and Members on planning matters	Essential	Interview
Knowledge of Construction and Landscaping matters	Desirable	Application
Driving licence and access to a car	Essential	Application



## Personal Attributes

Description	Essential or desirable	Assessed through the application form or through the interview
Customer focussed and driven to deliver high quality services to both internal and external clients	Essential	Interview
Diplomacy in dealing with applicants / objectors with differing needs, dealing with staff situations and persons responsible for a breach of planning control	Essential	Interview
Open minded, adaptable and flexible to meet changing service, member and customer demands	Essential	Interview
A commercially minded, positive and proactive approach to work	Essential	Interview
Self-motivated and high performing, seeking out opportunities to improve processes, ways of working, and service quality	Essential	Interview
Ability to positively engage with and support elected Members and be politically aware	Essential	Interview
A corporate approach that promotes a positive and professional image of the service	Essential	Interview
Progressive and Innovative	Desirable	Interview
Strategy development	Desirable	Interview