

**RICHMONDSHIRE DISTRICT COUNCIL
PLANNING SERVICE
JOB DESCRIPTION**

JOB TITLE	Development Management Team Leader	POST NUMBER	PLAN DEV 13
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MAIN PURPOSE OF JOB:

To assist in the management, development and promotion of the Development Management service within the district.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

Planning Officers, Enforcement Officers and Technical Staff

SUPERVISION AND GUIDANCE:

Planning Manager.

RANGE OF DECISION MAKING:

The job involves supporting the Planning Manager in the delivery of the Development Management Service and assisting in the delivery of all Town and Country Planning functions of the Council.

The work involves using wide discretion and initiative over a very broad area of activity, with little access to others. The job is subject to general managerial direction.

RESPONSIBILITY FOR ASSETS, MATERIALS, ETC:

- Assisting the Planning Manager in delivery of the Development Management Service.
- Shared responsibility for specified budgets as delegated by the Planning Manager
- Staff and Member training

RANGE OF DUTIES AND RESPONSIBILITIES:

1. To assist the Planning Manager in the delivery of the development management aspects of the Planning Service and to support the Planning Manager in the delivery of technical Town and Country Planning advice.
2. To assist the Planning manager in the management and development of staff within the planning team, including the development of appropriate training programmes.
3. To assist in representing the planning team at internal and external meetings where development management input is required in order to facilitate service delivery/changes in legislation and policy.
4. To monitor/develop procedures and systems to support the work of the Planning team.
5. To prepare and present reports for Committee and Council meetings when required.

6. To assist in the promotion and development of the Council's Local Plan and associated policies and processes.
7. To carry out any other duties broadly compatible with your current duties and responsibilities as may be allocated from time to time by the Planning Manager.
8. To demonstrate an acceptance of and commitment to the Council's Equalities and Diversity Policy.

CONTACTS:

Statutory agencies
 Voluntary agencies
 Councillors
 Council officers at all levels
 General public
 Other Councils, RP's,

SPECIAL CONDITIONS OF SERVICE: *Out of hours attendance at meetings

COMPILED BY: Bart Milburn	ASSESSMENT DATE: 14/12/2017
COMPILED DATE: 18/11/2017	ASSESSED BY: JWWH CM
POST GRADE: 12	

Job Description
 agreed by postholder.....Date.....