

Job Description

Development Manager	
Grade	G
Directorate	Strategic services
Place of Employment	Yare House, 62-64 Thorpe Road, Norwich

Main Purpose of the Job:

To promote sustainable development and the maintenance and enhancement of local distinctiveness and special character of the area.

To assist with the management of an effective development management service and provide day to day support and guidance to the two Planning Officers and one Assistant Planning Officer (Development Management).

To process planning and other applications, to discharge planning conditions, and respond to general planning enquiries when necessary. To prepare and present evidence at appeal hearings and public inquiries.

To supervise the delivery of the planning enforcement function and provide day to day support and guidance to the Planning Officer (Compliance and Implementation) on the enforcement enquiries and cases.

To contribute to the preparation of new planning policy e.g. Local Plan.

To deputise for the Head of Planning in the absence of the post holder.

Main Activities and Responsibilities:

1. To manage the day-to-day delivery of the development management function through the allocation of pre-application enquiries and planning applications and management of the processing of those cases by development management officers including making recommendations to the Head of Planning on development proposals.
2. To deal with and make recommendations to the Head of Planning, Director and/or Members as appropriate on major or more complex planning applications submitted to the Authority for determination.,
3. To assist local communities, professionals and Members of the Authority with pre-application enquiries and other planning related enquiries by written correspondence, telephone, e-mail and meetings.

4. To deal with and make recommendations to the Head of Planning, Director and/or Members as appropriate on major or more complex planning application consultations from adjoining Local Planning Authorities, considering their impact on the Broads.
5. To manage the planning appeals process, including preparing reports and supervising the preparation of reports by others and attending as witness at local public inquiries and hearings.
6. To maintain up to date practices in Development Management, drawing on and applying new legislation, case law and codes of practice.
7. To manage the day-to-day delivery of the planning enforcement function through the provision of advice and guidance to the Planning Officer (Compliance and Implementation), including making recommendations to the Head of Planning on enforcement matters.
8. To contribute to issues concerned with policy and local planning.
9. To exercise of the Authority's powers under the Environmental Impact Assessment Regulations (2015) and produce Screening and Scoping Opinions as required.
10. To make professional judgements in terms of trees and listed buildings as advised by consultees.
11. To contribute to and assist in the preparation of planning policy documents to support the Local Plan and draft planning policies, development briefs/action area plans and supplementary guidance, as appropriate.
12. To represent the Authority at public inquiries, hearings, public meetings and help to arrange and participate in community consultation events.
13. Deputise for the Head of Planning in the absence of the post holder.

Key Relationships:

1. (Reports to the Head of Planning.
2. Direct management of the Development Management Team which includes:
Direct Line management of the Planning Officers x 2
Direct line management of the Assistant Planning Officer x1.
3. Direct management of the Planning Officer (Compliance and Enforcement)
4. Liaises closely with Planning Technical Support Officer, Planning Administration Team, Planning Policy Officer and Historic Environment Manager.

Person Profile

Specification	Essential	Desirable
<p>Education & Qualifications</p>	<ul style="list-style-type: none"> ▪ Degree or Diploma in Town and Country Planning or equivalent qualification. ▪ Demonstrable knowledge of Local Planning Authority responsibilities, including the principles and practices of Town Planning and the enforcement of the provisions of the Town and Country Planning legislation. ▪ Full Corporate membership of the RTPI. ▪ Demonstrable practical experience in development control covering a wide range of applications including in planning enforcement. 	<ul style="list-style-type: none"> ▪ Experience of management of a team. ▪ Experience in planning policy
<p>Specialist Knowledge & Skills</p>	<ul style="list-style-type: none"> ▪ Theoretical, practical and procedural knowledge of the operation of development management within a Local Planning Authority through experience of procedures, best practice and policy arising from the Town and Country Planning Acts and other relevant legislation. ▪ Theoretical, practical and procedural knowledge of the operation of the enforcement function within a Local Planning Authority through experience of procedures, best practice and policy arising from the Town and Country Planning Acts and other relevant legislation. ▪ Experience of informal hearing. ▪ A detailed understanding of the Environmental impact Assessment regulations ▪ Ability to communicate effectively, concisely and 	<ul style="list-style-type: none"> ▪ Understanding of National Park planning framework. ▪ Experience of town and country planning work in a rural area. ▪ Experience of informal hearings. ▪ Knowledge of the leisure/tourism/boating industry in order to encourage innovation and provide guidance and advice. ▪ A strong interest in environmental issues and an understanding of the Authority's main statutory aims and objectives. ▪ Knowledge of building construction and surveying.

Specification	Essential	Desirable
	<p>clearly in writing, in person and over the telephone applicable across a range of people and organisations.</p>	
<p>Mental Skills</p>	<ul style="list-style-type: none"> ▪ Strong analytical skills to assess planning applications, make appropriate recommendations and for the preparation of reports on major and more complex applications and other Development Management issues for delegated decisions and Planning Committee. ▪ Good evaluation skills to critically review assessments of planning applications made by team members and determine these. ▪ Good analytical skills to assess enforcement cases and complaints and determine appropriate actions ▪ Ability to champion design by challenging proposed development and establishing a framework for quality through development briefs and pre-application advice. ▪ Interpretive skills to respond to consultations from government and external bodies. 	

Specification	Essential	Desirable
Interpersonal & Communication Skills	<ul style="list-style-type: none"> ▪ Excellent presentation skills. ▪ Able to write clear, concise reports and present recommendations. ▪ Ability to prepare and present information to Committee and external audiences. ▪ Excellent communication skills and the ability to co-ordinate the work of others. ▪ Attendance at public meetings to explain development proposals and to contribute to discussion of planning related matters. ▪ Ability to communicate with the public to increase understanding of the role of the Authority, the purposes of the Broads and the role of planning. ▪ Develop links and negotiate with relevant land and water based businesses and other key partners with an interest in the service. 	
Physical Skills	<ul style="list-style-type: none"> ▪ Dexterity and coordination skills to achieve high standard of accuracy at the keyboard. ▪ Work entails prolonged periods of working in front of a computer screen. 	

Specification	Essential	Desirable
Initiative & Independence	<ul style="list-style-type: none"> ▪ High level of initiative and independence with ability to identify tasks to be achieved, establishing own work programme and manage those of others being responsive and flexible according to customer and stakeholder needs. ▪ Ability to manage own time effectively to meet a mixture of long, and short term deadlines and to achieve service quality targets. ▪ Be self-motivated with the ability to work independently, as well as part of a team. ▪ Demonstrate the flexibility to adapt to changing circumstances. ▪ Initiative to take an active part in improvements to the planning and development service. ▪ Representing the Authority in negotiations on development proposals; and attendance at meetings with other parties on behalf of the Authority. 	
Physical Demands	<ul style="list-style-type: none"> ▪ Lone working making site inspections of land and buildings frequently in isolated locations which could include climbing scaffolding. ▪ Occasional climbing in and out of boats to make site visits. ▪ Ability to walk medium distances sometimes at the water's edge to view sites. 	

Specification	Essential	Desirable
Mental Demands	<ul style="list-style-type: none"> ▪ Ability to switch between tasks to take phone calls or provide guidance to the team. ▪ Prolonged periods of concentration to write and research advice notes or to prepare analytical data and reports. ▪ High level of work-related pressure to manage own workload and supervise Development Management team to meet statutory targets knowing the implications for the reputation of the Authority if targets are not met, balancing pressures for development against environmental protection. ▪ Work-related pressure in responding quickly to enforcement matters and providing advice to Planning Officer (Compliance and Implementation) ▪ Work under pressure on a varied workload to meet monthly, quarterly and annual deadlines. 	
Emotional Demands	<ul style="list-style-type: none"> ▪ Patience with clear and logical verbal skills to deal with the public in person or by telephone who may be frustrated or confused by the planning system and to address their concerns. ▪ Ability to deal with developers, neighbours, parish councils and other stakeholders who will place significant pressure due to the impacts of decisions on their financial, personal well being or amenity. 	

Specification	Essential	Desirable
	<ul style="list-style-type: none"> ▪ Deal with those aggrieved by the planning process and manage relations with all parties. ▪ Occasional experience of hostile behaviour arising from those aggrieved by enforcement processes. ▪ Ability to manage pressures as a result of the political arena and maintain impartiality at all times. 	
Responsibility for People	<ul style="list-style-type: none"> ▪ Management of the Development Management service and the Planning Officer (Compliance and Implementation) affecting people's homes and livelihoods. ▪ A commitment to meeting the needs of our customers is particularly important. ▪ Understand the needs of all stakeholder groups to maintain a working balance between the natural environment, the economy, living conditions, recreation and navigation. 	
Responsibility for Supervision	<ul style="list-style-type: none"> ▪ Direct line management responsibility for the Planning Officers and Assistant Planning Officer (Development Management) (3 posts) and Planning Officer (Compliance and Implementation). ▪ Responsibility for providing guidance to the Support Services Team. ▪ Responsibility for the provision of professional guidance to the Planning team (Development Management). 	

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Responsibility for Financial Resources	<ul style="list-style-type: none"> ▪ Accountable as budget holder for expenditure of approximately £20,000 per annum and responsibility for budget setting. ▪ Responsibility to sign planning permissions with potential high impact on the value of land. ▪ Responsibility to sign Delegated Decision Reports and Committee Reports with potential high impact on the value of land. ▪ Confidentiality relating to financial statements of businesses, valuations of land and property, legal transactions etc which could adversely affect the viability of development and businesses if released. ▪ Promotion of economic development; involved with tourism and other regeneration project plans. ▪ Responsibility for development briefs and advice notes needing an understanding of commercial and regeneration practices. 	
Responsibility for Physical Resources	<ul style="list-style-type: none"> ▪ Responsibility for achieving national and local Performance Indicators and achieving targets of the business plan and Broads Plan. ▪ Responsible for the quality of new development allowed in the area and for influencing new development adjacent to the Broads boundary. ▪ Enable sustainable, quality development in order to support the local economy and enhance quality of life for 	

Specification	Essential	Desirable
	<p>local community and visitors and protect or enhance the special character of the area for the future.</p>	
Working Conditions	<ul style="list-style-type: none"> ▪ Lone working in remote sites, may involve walking at the water's edge. ▪ Occasional attendance of meetings/site visits outside normal working hours at evenings and weekends. ▪ Periodic work afloat on Authority's patrol vessels for site visits 	
Special Circumstances	<ul style="list-style-type: none"> ▪ This is a politically restricted post. 	

Last updated: May 2024