MELTON BOROUGH COUNCIL
REGULATORY SERVICES

JOB DESCRIPTION

Job Title: Lead Planning Officer

Band: 11

Accountable to: Regulatory Services Manager and Head of Regulatory Services

Job Purpose:

The Postholder will be responsible for the proactive delivery of sustainable growth and economic development in the Borough, including the efficient, effective and economic execution of the Council’s Development Control function to include the determination of all applications and appeals submitted under the Town and Country Planning and associated legislation and delivering added value to outcomes and contributing to the Council’s Priorities.

To assist in the development and delivery of our service provision in the planning and economic development fields.

To Act as ‘Lead Professional’ in the discipline: maintain detailed and up to date knowledge in the discipline and ensure it is effectively conveyed and acted upon staff engaged in that discipline.

Key Tasks and Responsibilities:

Corporate Responsibilities:

1. To contribute to the Council’s corporate policies and strategies, working with officers from all departments of the council.

2. To promote, facilitate and assist in the implementation of the Council’s corporate and strategic approach to service delivery.

3. To promote, facilitate and assist in the implementation of a customer focussed approach towards the provision of the Council’s services.

Performance Management Responsibilities:

1. To work closely with all the Council officers and managers so as to achieve maximum results within performance management targets.

2. To maximise the outcomes from applications to deliver to Council priorities and wider planning objectives.

3. To participate in the production of regular detailed management information.

4. To deliver the Development Control Service in accordance with the Council’s corporate approach to service delivery and working practices.
5. Ensure compliance with all relevant Council policies, statutes and regulations insofar they relate to the activity within the scope of the post

6. To ensure that the Council always operates within the law and that its statutory responsibilities are properly discharged

7. Attendance at Committee meetings, task groups, forums, public meetings etc. as required.

**Departmental Responsibilities**

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<tr>
<td>1</td>
<td>To secure the delivery of sustainable growth and economic development in the Borough in accordance with the Council's strategies and priorities</td>
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<td>2</td>
<td>To undertake the effective, efficient, and economic processing of all enquiries, applications and appeals submitted to the authority under the Council's planning and economic development functions, and follow them through to secure deliverable outcomes. This will include accurate maintenance of records and databases, negotiation of amendments, conditions and section 106 agreements across a wide range of issues</td>
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<td>3</td>
<td>To undertake the statutory processing of applications appeals and associated tasks (including enforcement as required) having regard to relevant legislation, national and local planning policies, supplementary planning guidance and Council practices</td>
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<td>4</td>
<td>To co-operate and liaise continually with the Council’s Building Control Service to ensure effective and efficient delivery of both services in the public interest.</td>
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<td>5</td>
<td>In conjunction with Departmental and Corporate Management, to identify new approaches to the management of all planning enquiries, applications, appeals, the delivery of advice and assistance and associated tasks having regard to relevant legislation, national and local policies, supplementary guidance, and in accordance with Council policies, procedures and practices</td>
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<td>6</td>
<td>To present reports and recommendations to the Council’s Committee structure as required.</td>
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<td>7</td>
<td>Represent and deputise for Departmental Management in his/her absence or as required by him/her, and to undertake any other duties reasonably required by him or her.</td>
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The execution of the above tasks will sometimes involve working outside normal office hours and appearing at council meetings, public inquiries, magistrates’ court, or meetings with external partners such as Parish Councils.

The above list of responsibilities is not exhaustive. The responsibilities and duties will vary from time to time without changing the character of the post. The postholder will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant legislation, the Council's policies and programmes.

Melton Borough Council has adopted an Equalities Policy and is committed to promoting equality of opportunity. The Council opposes all forms of discrimination most specifically in regards to currently recognised Protected Characteristics.
**MELTON BOROUGH COUNCIL**

**PERSON SPECIFICATION**

**JOB TITLE:** Lead Professional (Development Control)

**DEPARTMENT:** Regulatory Services

**JOB BAND:** 11

**COMPETENCIES**

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<th>Essential</th>
<th>Desirable</th>
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<td>1. Manages the job</td>
<td>Commitment to securing sustainable growth and economic development. Proven ability and understanding of how to deliver quality outcomes. Demonstrates ability to prioritise tasks to make the best use of own time to deliver required outcomes. Ensures decision making is properly informed by others within the local community. Encourages and supports others to contribute to service objectives.</td>
<td>Supports the personal development of others. Makes the best use of talents and skills of people in achieving agreed objectives. Demonstrates behaviour that is sensitive to the aspirations and perceptions of others.</td>
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<td>2. Service development</td>
<td>Sees the bigger picture and focuses energy on the achievement of long and short term objectives and outcomes. Willingness and ability to trial and implement new ways of working. Willingness to operate with no fixed work location. Flexible approach to team work and working patterns.</td>
<td>Awareness and understanding of the Council’s Corporate approach to service delivery and Corporate Priorities. Ability to influence other to adopt new approaches and behaviors.</td>
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<td>3. Communication skills</td>
<td>Gets the message across clearly and appropriately to the needs of the audience. Strong Partnership Working.</td>
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| 4. Performance | Demonstrates a high level of personal performance  
|                | Understands the role of performance management and awareness of the requirements of Performance management systems 
|                | Understands that performance is measured by outcomes  
|                | Employs performance management systems to maintain and improve performance levels |
| 5. Qualifications | Post graduate qualification in planning and/or corporate Membership of RTPI  
|                | Qualification or training in design |
| 6. Specialist skills/knowledge | Working knowledge of the legislation and procedures associated with planning (and associated) applications and appeals  
|                | Experience of securing improved outcomes through negotiated change, conditions and s106. Understanding of current national and local planning policy position and its implementation  
|                | Well developed negotiation skills  
|                | Computer literacy:- experience of using IT systems to assist service delivery.  
|                | Driving licence and use of a car  
|                | Experience of presenting evidence at Public Inquiry  
|                | Understanding of current local planning policy position and its implementation  
|                | Experience of accessing external funding and other forms of support to businesses and the development industry  
|                | Experience of using CAPS Uniform system |