

## Royal Borough of Greenwich Job Description

<b>Department:</b>	Place and Growth
<b>Postholder:</b>	DRES_PLA34 (Strategic Development ), PLA35 (Strategic Development), PLA47 (West), PLA41 (East)
<b>Division:</b>	Planning and Building Control
<b>Section</b>	Planning - Development Management (Strategic Development Team, East Team, West Team)
<b>Grade</b>	P05
<b>Post Designation (Title)</b>	Deputy Team Manager (Strategic Development,, East, West Teams)

### **Purpose of Job:**

To be responsible to Planning Manager (Strategic Development), East Area Team Manager, West Area Team Manager for:

- i) All work associated with the Strategic Development, East and West area team
- ii) To assist the Team Manager in managing development across the Royal Borough through the management and delivery of a high quality planning service, by managing an expert professional team within the Development Management Service
- iii) To assist in the professional management and progression of pre-application discussions relating to a wide range of planning proposals in accordance with statutory requirements, the Council's policies and procedures, and national and local targets
- iv) To deputise for the Team Manager where necessary. To clear reports for relevant committees and to present items at committee as required.
- v) To deal with delegated planning decisions.
- vi) To support and deputise for senior officers in the delivery of town planning services including a customer focused service which maximises outcomes in relation to costs
- vii) To manage a planning application caseload, including making recommendations and writing reports, handling appeals and giving planning advice in accordance with the Council's corporate core principles, service plans, financial regulations and standing orders.
- viii) To support and drive through change initiatives to strive for continuous improvement, to motivate and encourage staff to reach their maximum potential through continuous professional development and to lead business change and service improvement initiative.
- ix) Ensure that the Council's corporate objectives are met through secure high quality development and the delivery of excellent services,

Manages directly managed staff as allocated by the Team Manager (up to 6).

Manages consultancy/contracting staff

Accountable to the Planning Manager (Strategic Development /or East /West Area Team).

**Main Duties:**

- 1) To support the Development Management Team Manager in leading the Development Management business area, including deputising for the Team Manager when necessary
- 2) To assist the team manager in supervising a team of planning officers, ensuring that delegated decisions are of a high quality and are efficiently administered, are made within agreed timeframes/deadlines in an informed way, in accordance with legislative requirements and with appropriate regard to the Development Plan.
- 3) Deputise for the Strategic Development Manager, Area Planning Manager when absent.
- 4) To deal with delegated planning decisions in accordance with the Council's scheme of delegation, including ensuring that all consultations have been properly carried and that decisions are lawfully made.
- 5) To undertake management and supervision of planning officers as directed by the team manager and ensure they are managed, mentored and developed according to their needs and professional requirements.
- 6) Responsible for high levels of performance both for the postholder and staff supervised, continually monitor the performance of officers under the post's authority, identifying areas of underperformance and dealing with them through assistance in the form of training and mentoring or through the disciplinary process as appropriate
- 7) Achieve agreed service outcomes and outputs and personal appraisal targets, as agreed by line manager.
- 8) Ensure that the service provided is clear, accountable and responsive to customer care/needs
- 9) Leading and managing the negotiation of Planning Performance Agreements for developments and the management of project teams/specialist consultants where necessary, meeting agreed performance levels.
- 10) Advise the Team Manager as necessary on changing budget needs and on all matters relating to income (fees) from planning applications and where appropriate identify and progress any sources of income generation including pre-application work.
- 11) To deal with larger or more controversial requests for advice, applications, enforcement investigations and other cases, including subsequent appeals or court cases, allocating others as appropriate to team members.
- 12) To scrutinise officer reports and recommendations and to authorise permissions, consents, refusals and enforcement action in accordance with the Council's scheme of delegation and ensure their timely dispatch
- 13) To advise applicants, developers, architects, statutory bodies and residents on planning matters including options available under current policy and law, types of acceptable development and suitable sites for development, including negotiating improvements to schemes and mitigation to add value to schemes and secure community benefits.
- 14) To deal with all issues and additional processes required for cases to be determined by the Planning Board/ Area Planning Committees, including drafting and checking reports and agenda papers and attending pre-committee briefings as needed with the Committee Chair and other officers.

- 15) Attending relevant planning committees and supervising the presentation of casework as appropriate, where required represent and speak to reports and progress committee instructions as required.
- 16) Responsible for processing planning appeals including attending hearings, inquiries and court cases to represent the department to answer questions from members of the public, inspectors, judiciary and councillors on the full range of planning matters.
- 17) To ensure that all correspondence and enquiries on planning matters from other departments, other local authorities, members of the public, councillors and other organisations are dealt with politely and courteously in accordance with Council targets and procedures.
- 18) Working with the Plan Making and Place Shaping in the preparation, monitoring and review of planning policy and guidance.
- 19) To establish good working relationships with other professional bodies such as neighbouring planning authorities, the Planning Inspectorate, Historic England and Greater London Authority.
- 20) Ensure compliance with requests made under the Freedom of Information Act, Environmental Information Regulations and Data Protection Act and make sure that responses are complete and provided within required deadlines.
- 21) To assist and take responsibility for leading and delivering some aspects of a structured programme of continuous improvement in development management, driving forward improvements in the quality and efficiency of working practices and the delivery of information to users and customers of the service, including applicants and interested parties.
- 22) Any other tasks as required by the Assistant Director, Planning and Building Control, Head of Service Development Management, Team Manager (Strategic Development and Area Teams) where necessary.
- 23) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection Act, the Council's Equal Opportunities and Customer Care policies, and relevant legislation.
- 24) To undertake any other work appropriate to the level and general nature of the post's duties.
- 25) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 26) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 27) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

- 28) To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency.
- 29) To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.
- *This post does not require a DBS*

**Designation of the Post to which the Post-Holder normally reports to:**

- Team Manager Development Management – Strategic Development Team, East Area  
Team Manager, West Area Team Manager