| Job Title:  | Principal Development Control Officer |
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| Service Area:  | Built Environment |
| **Band & SCP:** | Band 9 (plus market supplement) |
| Reports to:  | Planning Policy and Development Manager |
| Responsible for:  | 3 members of staff within the Planning team |
| Team: | Planning |
| **Location:**  | Brocks Hill Offices  |

**Agile Working**

This post is a hybrid role which will involve a blend of office and flexible working arrangements.

**Main Job Purpose**

To work as an integral member of the Planning team and assist with the management of the Development Control section at the Council, to deliver the effective processing and determination of applications and associated work, including appeals, enquiries, enforcement and heritage. The role will help maintain the teams high quality output, as well as ensure that the team helps the Council towards achieving its corporate aims and objectives.

**Key Responsibilities**

* To assist the Planning Policy and Development Manager in line managing staff within the Planning team, including carrying out one to ones, appraisals, setting goals, managing workloads.
* To assist in continued positive integration of IT systems that support the development control process.
* Working alongside the Planning Policy and Development Manager, allocate planning applications, planning appeals, public enquiries and other work streams to individual Development Control Officers and also to task the Planning Enforcement Officer – taking account of workloads. To monitor that workload and to adjust as necessary.
* To act as Case Officer in managing a range of planning applications, including major and more complex planning applications and comparable matters, including to prepare evidence and represent the Council at planning appeals and public enquiries.
* To ensure that prompt validation of incoming work and the early initiation of appropriate consultations are undertaken by the appropriate officers.
* To line manage and oversee the quality of completed work by staff to ensure accuracy and professional standards and, in all cases, compliance with relevant law and procedure – and compliance with relevant national and local planning policies. To provide professional “sign off” to the work of the Team.
* To prepare and present reports to the Council’s Development Control Committee (or other relevant bodies).
* In conjunction with the Planning Policy and Development Manager to assist with the preparation and monitoring of annual budgets relating to the Development Control Team.
* To hold a good working knowledge of the Council’s corporate and planning policies, along with relevant local issues.
* To continue to enhance the Council’s public reputation on all occasions. In conjunction with the Planning Policy and Development Manager ensure timely responses to enquiries and complaints and represent the Council on internal and external working parties as required in order to cultivate good working relationships with relevant bodies and consultees.
* In conjunction with the Planning Policy and Development Manager respond to new legislation and circulate advice to help devise and manage procedures which sustain effective performance in the Team.
* To deputise as necessary for the Planning Policy and Development Manager.
* To maintain, develop and enhance the use of IT and other systems.
* In conjunction with the Planning Policy and Development Manager ensure that comprehensive Procedure Manuals are maintained, which are capable of providing guidance to any officer requiring it.

**Management Responsibilities**

* To line manage permanent, temporary and agency employees and consultants as required and monitor financial resources in accordance with Council policies, budget system and constitution.
* Carry out staff inductions, probationary reviews, 121’s and annual appraisals to promote continuous improvement within the team.
* Support Audit functions by providing support, advice and relevant information to enable internal and external audits to be successfully completed. To ensure audit recommendations are complied with and implemented.
* Preparing and presenting reports to SLT meetings and elected members at the Council’s committee meetings as and when required.

**Additional Requirements**

* Carry out additional duties commensurate with the grade for the post as and when required.
* Embrace and promote our Values & Behaviours.
* Promote equality, diversity and inclusion in line with our policies and procedures.
* Comply the Data Protection Act 2018, the Computer Misuse Act 1990, the Human Rights Act and the Freedom of Information Act 2000, or any statutory re-enactment thereof at all times.
* To take all necessary steps to ensure that information acquired through their employment or contained within the Council is kept confidential.
* Take responsibility for personal development.
* Work outside of normal working hours on an ad-hoc basis to attend meetings or complete essential tasks.
* Ensure that all Policies and procedures are followed.
* Demonstrate commitment to and support for safeguarding and promoting the welfare of children, young people and vulnerable adults.

Note: This is a description of the job at the point it was developed and it may be necessary to vary duties and responsibilities from time to time. We will periodically review job descriptions to ensure that they relate to how the job is carried out and to incorporate any changes that are required. We will aim to reach an agreement to any reasonable changes with the postholder but if agreement is not possible we reserve the right to insist on changes to the job holder after consultation with the postholder.