

## JOB DESCRIPTION



<b>Job title:</b>	<b>Senior Development Management Officer</b>
<b>Directorate:</b>	<b>Planning</b>
<b>Grade:</b>	<b>4/5 (Grade 4 role)</b>

### JOB CONTEXT / DIMENSIONS / RELATIONSHIPS:

<b>Reports to:</b>	Development Management Lead
<b>Manages:</b>	None
<b>Liaison with:</b>	All relevant stakeholders, internal and external

### JOB PURPOSE:

- Process a wide range of planning applications, some of which may be complex and have a significant impact on the SDNP, and associated appeals
- Contribute to the development of local plan policy, design briefs, planning studies and other related planning activities from a development management perspective.
- Host authority PLO role as designated

### KEY ACCOUNTABILITIES:

- Manage a designated case load of planning applications both within recovered service areas and 'called-in' across the National Park,
- Liaise with other providers (host) to recommend which applications to recover and influence those applications left with the hosts
- Review and advise on SI06 Agreements prepared by the host authorities
- Ensure that colleagues and stakeholders are informed of planning issues that arise within or close to the South Downs National Park boundaries.
- Ensure that developments and breaches of planning control are adequately monitored and investigated
- Input into strategic enforcement/compliance initiatives
- Produce and present reports and recommendations to the SDNPA Planning Committee
- Contribute to and support negotiations on potential legal agreements
- Deal with the SDNPA appeal caseload, as designated, and the preparation of Statements and Proofs of Evidence in respect of appeals to the Secretary of State and, when appropriate work with legal representatives in respect of such cases
- Provide advice and input into planning policy and other planning documents
- Contribute to effective and constructive negotiations on all planning matters
- Represent the SDNPA at public meetings and events in relation primarily to development management issues and occasional minerals and waste activities and policy
- Other duties requested by the SDNPA in line with the grading of the post.

## **CORPORATE RESPONSIBILITIES**

Maintain awareness of and compliance with the ethical, legal and policy framework within which the organisation operates including, but not limited to:

- Authority Purposes and Duty
- Performance Development Review Scheme
- National Park Circular 2010 and any subsequent updates
- Data Protection requirements including General Data Protection Regulations (GDPR)
- Freedom of Information Act
- Officers Code of Conduct
- Member/Officer Protocol
- Health and Safety Policies and Procedures
- Equality and Diversity Policy
- Information Technology User Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role

### **Senior Development Management Officer – Career Grade 4/5**

#### **Grade 4 – senior practitioner**

- RTPI Full membership accreditation or equivalent
- Ability to process wide variety of applications and appeals
- Ability to present complex cases to committees and other bodies
- Undertake the planning link role with host authorities
- Progression within the grade dependent upon:
  - Consistently meeting performance/PDR targets
  - Undertaking increasingly complex cases
  - Working with minimal supervision

#### **Grade 5 – experienced practitioner**

- RTPI full membership accreditation
- Minimum of 5 years' experience in planning
- Ability to manage a wide range of complex applications and associated appeal
- Undertake planning link role with host authorities
- Progression within the grade dependent upon:
  - Consistently meeting performance/PDR targets
  - Undertaking increasingly complex cases and associated work
  - Working with minimal supervision
  - Mentor and support junior colleagues
  - Contribute to the development of the planning team

#### **Recruitment and Appointment:**

- ***Applicants must have at least 5 years DM experience to be appointed to Grade 5.***
- ***Applicants must have experience of supporting and mentoring staff.***
- ***Applicants will only be appointed to the maximum 50% level of Grade 5.***