

JOB DESCRIPTION

Job title:	Development Manager
Directorate:	Planning
Grade:	9

JOB CONTEXT / DIMENSIONS / RELATIONSHIPS:

Reports to: Director of Planning
Manages: The Development Management Team with 3 x direct reports
Liaison with: All relevant stakeholders, internal and external

JOB PURPOSE:

- Lead and manage the DM service for the SDNPA and host authorities to achieve SDNPA objectives and goals and meet the statutory Purposes and Duty
- Support the Director of Planning in developing the strategic direction for the planning service

KEY ACCOUNTABILITES:

- Lead, manage, motivate and develop the Development Management Team
- Advise and input into the Partnership Management Plan, planning policy and other planning documents as required.
- Commission work from providers and manage contracts.
- Provide professional planning input into the development of an effective IT service
- Prepare, manage, monitor and report on budgets.
- Manage the case load of planning applications for determination by the SDNPA where we have 'recovered' the service from Districts or called in applications from host authorities.
- Manage and monitor activity to ensure that enforcement, complaints and alleged breaches of planning control are dealt with promptly and effectively
- Manage the effective and timely preparation and presentation of reports to the SDNPA Planning Committee
- Manage the SDNPA appeal caseload including dealing with some major appeals and working with solicitors and/or barristers as appropriate.
- Deliver continuous improvement through regular revisions and review.
- Work with host authority planning teams to develop and implement processes and procedures that increase efficiencies as a result of ongoing performance monitoring.
- Assist the Director of Planning with Member training, liaison and the provision of training to Parish Councils and host authorities.
- Represent the SDNPA at public meetings and events, including giving presentations as required;
- This is a politically restricted post as defined by the Local Government and Housing Act 1989.
- Other duties requested by the SDNPA, in line with the grading of this 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