Team Leader – East/West/Strategic Team

JE Code: JE1800



|  |
| --- |
| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes City Council** |
| **Service:** | Planning |
| **Reports to:** | Development Management Manager |
| **Job Family:** | Professional and Technical |
| **Grade:** | J |
| **Political restricted:** | N |
| **Date:** | March 2023 |

**Key Deliverables**

|  |  |
| --- | --- |
| **1.** |  To project manage the process of development proposals (including planning applications and pre-application enquiries) from the earliest pre-application stage to the completion of the development to ensure that they meet the requirements of planning legislation, national and local planning policies, and the key objectives of the Council. This includes the validation and assessment of technical documents submitted in support of major and minor applications, and liaison with the planning enforcement Team Leader where necessary. |
| **2.** |  To organise and lead meetings, workshops and other events involving developers, specialists across a range of disciplines (both within and outside the Council) and stakeholders to analyse, negotiate or explain the details of a development and its implications. |
| **3.** |  To analyse, negotiate and project manage major/complex development proposals and planning cases including those involving Environmental Impact Assessment and planning obligations (Section 106 contributions) as necessary. Negotiations may include the level of pre-application/planning performance agreement fees to be paid to the Council. |
| **4.** |  Prepare and present reports based on professional knowledge and expertise on planning and other applications to councillors and the public at Planning Committee and Panel meetings, and act as lead officer at Panel meetings. |
| **5.** |  Lead, and provide support, guidance and mentoring to, Planning Officers, Senior Planning Officers and other members of the Development Management team to ensure high quality and consistent decision making and assist with and co-ordinate the personal and professional development of their respective team. |
| **6.** |  Assist in providing accurate and timely Development Management advice to the public, elected Members, other Council services, Parish/Town Councils, developers, development professionals and the business community, including detailed discussions with internal and external consultees where necessary - all to ensure the delivery of a high-quality customer service. |
| **7.** |  Assist the Head of Planning and Development Management Manager in meeting national and local Development Management performance measures and to act as lead officer to the Development Management Manager in relation to the review of reports, issuing of decisions, attendance at meetings and general management of workload and staff. This includes assisting the Development Management Manager in assessing and interviewing candidates for roles in Development Management. |
| **8.** |  Ensure cases for planning appeals are prepared and presented in a timely and professional manner, preparing written evidence where necessary to support the Council’s decision and representing the Council at public inquiries and hearings. For both inquiries and hearings, the post-holder has overarching responsibility for managing the presentation of the Council's case, including co-ordination of other members of the Development Management team, liaison with other expert witnesses and the legal team, and the negotiation of the level of any costs that may be awarded. |
| **9.** |  To negotiate financial sums and/or physical improvements with developers to provide public benefits from development and ensure that development proposals make adequate provision for infrastructure and community facilities. This includes assessing the financial viability of development proposals in relation to the level of contributions to be provided, and overseeing the preparation of section 106 agreements, providing necessary interventions when required including liaising with legal colleagues and applicants in a problem-solving capacity. |
| **10.** |  To represent the Council at public meetings (including Parish/Town Council meetings where appropriate), working groups and other external meetings as appropriate to give expert advice on planning issues. In addition, the role holder will attend and provide professional and expert advice to Project Boards, Working Groups and other bodies (internal and external to the Council) which impact upon, or require expertise on, development in Milton Keynes. |
| **11.** |  To contribute to the development of processes (including IT systems) and policies required to meet changes in legislation, corporate priorities and other development related factors. The post-holder will be advising Members of the Council, other Council departments, developers, local residents, Parish Councils, other statutory bodies and stakeholders. |
| **12.** |  To assist the Customer Relationship Manager in their providing of an initial point of contact for enquiries to the service, delivering accurate and timely customer service to all at all times. The role holder will also ensure that all members of the Development Management team uphold the standards set out within the Planning Service Customer Charter. |
| **13.** |  To assist in the Human Resource management of the Development Management team, assisting the Development Management Manager in dealing with Human Resource management matters. This will require the upmost level of confidentiality and discretion. |
| **14.** |  To support the Development Management Manager in the commercialisation of the department and income generation projects. The role holder will be responsible for the management of Planning Performance Agreements dealing with new business enquiries and providing management support in the delivery of agreements. The role holder may also be required to manage and maintain oversight of consultants called off the Planning Performance Agreement Framework in lieu of Planning Officers and other members of the Development Management team. |
| **15.** |  To deputise for the Development Management Manager and support other members of the management service as required. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

|  |  |
| --- | --- |
| **1.** | A detailed and extensive knowledge of town planning legislation. Education to Degree level or equivalent in planning or a related subject with a postgraduate (or equivalent) qualification in planning. Chartered Member of the Royal Town Planning Institute. |
| **2.** |  Able to prioritise own workload to meet deadlines. Can communicate clearly and effectively both verbally and in writing. Able to provide support to others in the organisation of work and prioritisation of tasks. |
| **3.** |  Ability to champion productivity within the team to ensure effective resource management. To provide support in projects to commercialise the department and income generation as and when required. |
| **4.** |  Able to develop effective working relationships. Excellent communicator with the ability to work in potentially confrontational or emotive situations with tact and understanding. |
| **5.** |  Ability to support, mentor and develop others within the Team. |
| **6.** |  Able to work alone using initiative. Ability to interpret legislation and complex decisions to inform and support recommendations. |
| **7.** |  Ability to respond positively and constructively to complex and in depth questioning at Committee meetings and at appeal hearings and inquiries. |
| **8.** | To contribute to continuous improvement and respond positively to changes and actively support others in coping with change. |
| **9.** | Ability to work to deadlines. Responsible for the management and progress of own case files. To manage tasks on behalf of the Development Management Manager ensuring that items are actioned and completed without intervention. |
| **10.** | Have access to a motor vehicle with appropriate business insurance and a full driving licence. |
| **11.** | Ability to work in all environments, working on building sites at height, live carriageways and restricted spaces. |



Job Family

Professional/Technical

Grade J

|  |  |
| --- | --- |
| **Colleagues expectations*** Be professional at all times
* Work together for the good of the team, council and local people
* Promote a supportive culture
* Challenge assumptions
* Take ownership
* Be willing to change and do things differently
* Always work in a safe manner
 | **Managers expectations*** Be a role model by displaying positive behaviours at all times
* Make well-considered decisions
* Support, coach and communicate with my team
* Be accountable for my team’s performance
 |

Professional/Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing Council assets, the development of policies and procedures and the strategic direction of the functions they support.

### Role characteristics

At this level job holders usually report to a Head of Service and are responsible for the development and implementation of strategy relating to a whole function within that Service. Posts carry significant responsibilities for finance and a range of other non-financial assets and job holders will make autonomous decisions and lead the management of change throughout their functional area.

### The knowledge and skills required

The advanced theoretical knowledge required to make appropriate judgements and decisions at this level is augmented by ongoing professional development and awareness of external legislative and societal change. Also, by a deeper understanding of the Council operational structures which both support and depend upon the job holder’s actions and advice. Roles will be professional experts, providing guidance to those in earlier career stages.

### Thinking, planning and communication

Job holders will use their professional expertise to deal with complex, pressing issues on a day-to-day basis, but will also look well ahead and take a more strategic view of their project and service delivery objectives, shaping their teams’ composition, approach and operating procedures in accordance with wider service goals mandated by Service management.

The information exchanged at this level will be routinely complex and even contentious in nature. Job holders will, however, have additional demands placed upon them by the need to persuade others to adopt courses of action they may not otherwise wish to take, based on evidence-based and reasoned argument. This will occur in written interactions but can also be the case in face-to-face verbal exchanges where job holders will advocate a position in response to opposing opinion in a formal or informal setting.

**Decision making and innovation**

The limitations to job holders’ decision making will be only the broad policy and practice guidelines that exist at both a corporate and even national/professional level. At this level of autonomy, job holders will be the final arbiter of many escalated technical and professional disputes and problems. They will probably report to a Head of Service and will devise and implement strategic plans in relation to their specific functional area.

### Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people, whether external service users or partners and will be responsible for critical day to day decisions with legal and reputational dimensions. Job holders will make a major contribution to the development of policy and functional procedures. Job holders will also lead the implementation of appropriate programmes on behalf of large groups of people.

Such roles are likely to have at least two other elevated levels of responsibility for such elements as finance (substantial budget management), information assets (statutory corporate databases and council-wide applications) or premises (of very high value and operational importance).

Internal facing roles are likely to have this pattern reversed, with the weightiest responsibility for very high value or significant financial and non-financial assets including policy development, but somewhat less accountability for the assessment of group needs. Roles will have full line management responsibility over a number of teams with differing functional specialties and employee profiles.

### Impacts and demands

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently very complex, demanding of particularly lengthy periods of concentrated mental attention while also managing very high levels of work.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Many Professional / Technical job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.