

Lancaster City Council - Job Description

Job Title:	Planning Applications Manager	Grade:	GG512	Job Code:	LCC101
Job Family:	Specialist	Job Family Group:	Planning	Reports to:	Service Manager – Development Management
Line manages:	Principal Planning Officers Senior Planners Planning Officers Planning Assistants Graduate Planners Planning Contributions Monitoring Officer				

Job Summary

To manage and deliver a high-quality and customer-focused planning applications function, including the supervision and allocation of work of the Service’s Planning Applications Team, incorporating pre-and post-application advice, discharge of planning conditions, amendment regimes and planning contributions.

Direct Responsibilities

Corporate

- Contribute, where required, to the development of the Council’s overall strategic direction, policies and objectives.
- Provide professional advice, information and support in relation to planning application matters to Councillors, Senior Managers and other colleagues, as required.
- Work with Councillors, the Executive Team and the Head of Planning and Place in respect of the development and review of strategies, policies and delivery to meet the Council’s strategic objectives and statutory obligations.
- Contribute to the Council’s customer service ethos and be part of a strong working culture, with sound values and positive behaviour.
- Contribute to the development of strong performance management across the Council to help drive the effective service delivery.
- Work across Council services to ensure an integrated approach to service planning and delivery, contributing to cross service projects, as required.

Managerial

- Provide supervision for the Planning Applications Team within the Planning and Place Service, providing effective leadership and clear sense of direction.
- Initiate and oversee the creation and development of new or improved planning application services and service improvements.
- Ensure all staff matters within the service are well managed, including recruitment, appraisal, motivation, training and development, performance counselling and, if required, disciplinary matters.
- Oversee and promote strong performance across all service areas with a focus on success, developing potential and recognition.
- Deal fairly and effectively with comments, complaints and enquiries, seeking to improve service delivery where possible.

Lancaster City Council - Job Description

- Ensure effective management of external groups where the Council has a key formal role.
- Promote good practice across the team in terms of equality and diversity, health and safety, values and behaviours, team and cooperative working and positive communications.
- Provide support for the Head of Planning and Place in relation to management, development and performance across the Directorate.

Specific

- To manage, co-ordinate and monitor Team performance in the Major, Minor and Other planning application categories, to ensure a high quality of work across the Team consistent with speed in decision-making.
- To represent the Service at Planning Regulatory Committee by presenting planning applications for decision, and to supervise other presenting Planning Officers at Committee.
- To manage, co-ordinate and monitor officer performance in all other aspects of Planning Application Management, including delivery of the pre- and post-application service, formal discharge of planning conditions, monitoring of planning contributions and the consideration of non-material amendment submissions.
- To manage, co-ordinate and monitor officer performance at planning appeals, including acting as the Council's lead expert witness at planning appeals, where required to do so.
- To maintain a current knowledge of planning legislation, procedures, policies and other guidance that may be relevant to Development Management matters, and to disseminate changes in such matters to the DM Planners Team.
- To represent the Council at Lancashire DC Officer Group (or other such working groups)
- To liaise with Policy Officers and make contributions towards the emergence of local planning policies and documents, in order to shape future policies against which planning applications will be assessed, and when required to support colleagues at policy consultation events.
- To liaise with Planning Enforcement Officers and the Council's Legal Officers when required to do so, in aligning the decisions of the Planning Applications Team alongside the instigation of any enforcement proceedings considered necessary to support the planning application decisions taken by the Team.
- To liaise with other Officers within the Planning and Place Service, including the Arboricultural Officer and Conservation Officers, to address any issues during the planning process which involve landscape and heritage issues.
- To ensure that planning applications secure the appropriate, maximum levels of planning contribution deemed necessary to support infrastructure needs within the district, and that planning contributions are monitored on an ongoing basis.
- To deputise for the Head of Planning and Place when required, including service management duties, supporting and advising Cabinet and other Council Committees, attending County, Regional and National working groups and seminars to advance the work of the Service and the Council in general.
- Where required, to assist the Responsible Spending Officer (Head of Planning and Place) in the management of allocated budget headings in line with the Service Business Plan and Financial Regulations.

Primary Objectives

- To ensure that the Service's Planning Applications Team produce excellence in decision-making in order to create high-quality buildings and spaces that function well; are visually attractive as a consequence of good layout, density, design and landscaping; are sympathetic to local character; provides the opportunity to support local facilities and transport networks, and maintains a strong sense of place.

Lancaster City Council - Job Description

- To supervise and manage the Planning Applications Team’s workload to ensure a professional, expeditious and high-quality level of decision-making with a strong customer-focused ethos.
- To adopt a continuous improvement approach to all work delivered by the Planning and Place Service, ensuring that placemaking is at the heart of all decision-making.

Staff Management Responsibilities

- Provide managerial supervision and support in terms of allocation of planning applications and all planning application-related workload and tasks, with a focus upon excellence in customer service delivery.
- All aspects of managing staff recruitment and probation; staff attendance; and staff performance, capability and conduct.
- Mentor, coach and develop team members.

Knowledge & Educational Requirements

Specialised knowledge:

- Full Member of Royal Town Planning Institute (MRTPI)
- Degree level (or equivalent qualifications) in a planning-related function.
- Evidence of significant experience of planning application determination and supervision of teams
- Sound Knowledge of the Planning Application, Planning Appeal and/or Building Regulation system
- Sound knowledge of planning law and legislation, including the National Planning Policy Framework and National Planning Practice Guidance
- Previous experience of advising Councillors regarding complex planning matters.

Functional knowledge:

- Management and Team leadership
- Communication and negotiation skills
- Workload management
- Performance management
- Coaching and mentoring skills
- A high focus upon customer service experience

LCC specific knowledge:

- Understanding, implementation and adherence to Lancaster City Council’s policies and procedures.
- Understanding, implementation and adherence to Our Values.
- Understanding of the post holder’s own and their team’s contribution to the Council’s Corporate Plan.

Other Requirements

The hours of work are 37 hours per week, working Monday to Friday in Morecambe Town Hall.

Occasionally, the postholder will be required to work outside the Council’s usual opening hours.

Additional information

Lancaster City Council - Job Description

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	