

Job Description

1. Job Title	Development Management Officer (career graded post)
Service Area	Economy and Culture
Service	Place-shaping and Economic Growth
Team	Development Management and Building Control
Date prepared/Revised by	October 2019 / Executive Officer - Development Management and Building Control
Post accountable to	Planning Manager or Planning Supervisor
Post directly responsible for employees (number of workers)	Direct supervision: 0 Indirect supervision: 0
2. Main Purpose	
<ul style="list-style-type: none"> • Help to deliver a proactive, customer-focused and compliant 'end-to-end' development management service that meets statutory requirements. • Ensure that all planning decisions are positively made, timely, consistent with policy and in accordance with the Council's scheme of delegation; to enable delivery of sustainable development, high quality homes and jobs whilst respecting our natural environment. • Contribute to the delivery of excellent performance and customer service, planned outcomes, targets and objectives and continuous improvement. • Handle planning consents and tree works, dealing with a wide range of planning enquiries and correspondence, assisting senior colleagues and processing the registration of more complex applications. • Provide professional and technical support to the Development Management team. 	
3. Key Contacts	
<p>Internal: Heads of Service, other Managers across the Council; Portfolio Holder, Committee Chairs/Vice Chairs, other Members.</p> <p>External: Government Departments and statutory agencies; other local authorities; developers and their agents/consultants; members of the public.</p>	
4. Main Accountabilities	
<ol style="list-style-type: none"> 1.0 Delivery of a development management function that meets statutory requirements and Council objectives. 2.0 Determination of applications for planning permission and other consents in accordance with the Council's Planning Scheme of Delegation. 3.0 Contribute to shaping policy formulation, implementation and review. 4.0 Play a proactive role in delivering the Place-shaping & Economic Growth Service vision and demonstrating a 'One Council' approach. 	
5. Standard Accountability Statements	
<p>Health and Safety: You are required to comply with the council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues a work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the council's Health and Safety Policy. Your safety responsibilities are shown on the Safety Responsibility Statement (SRS) for your post.</p> <p>Equality and Diversity: The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.</p> <p>Learning and Personal Development: The post holder has a personal responsibility for his or her own learning and development, and will maintain up-to-date records of achievement and attendance as required. The post holder must undertake the learning and development identified in the job skills matrix, and other relevant training that is identified and agreed with their manager.</p> <p>Data Security: Harrogate Borough Council staff must, at all times, maintain personal responsibility for the safe and secure movement of data within, into and out of the authority.</p> <p>Safeguarding Policy and Procedures The post holder will adhere to all the Council's Safeguarding Policy and Procedures</p>	

6. Job Activities

Main duties and responsibilities relating to accountabilities identified above

As with any career graded post, there will be an increased level of work complexity, responsibility and autonomy in several areas of this job role as progression is made through the career grade. The specific type of casework and projects allocated to/undertaken by each Development Management Officer will therefore vary in accordance with their position on the career grade. This job description should therefore be read in conjunction with the associated competency framework.

- 1.1 Help to deliver a proactive, customer-focused and compliant 'end-to-end' development management service that meets statutory requirements, including an efficient and effective pre-application service.
- 1.2 Ensure that the development management service is delivered in a 'can do' commercial manner, working proactively and flexibly with applicants and agents, prioritising communication and engagement, recovering costs where applicable and providing value for money to customers.
- 2.1 Act as a case officer on planning applications and pre-application enquiries and other applications including applications to discharge planning conditions or make amendments to approved plans, notifications of tree works in Conservation Areas, applications for works to trees covered by Tree Preservation Orders and process provisional Tree Preservation Orders in order to help meet the customer-facing delivery needs of the service, in a timely, professional and consistent manner.
- 2.2 Evaluate each application site, including research and assessing against planning policies; manage evidence-gathering in support of the application; consult with stakeholders, external bodies, developers, councillors and local communities; work in partnership with other local authorities; make recommendations to Executive Officer for Development Management and Building Control and Executive Officer for Housing and Strategic Sites and the Planning Committee.
- 2.3 Have due regard to new and evolving legislation. Make professional recommendations and ensure that any planning conditions applied are appropriate and dischargeable.
- 2.4 Communicate with all relevant parties (internal and external) as appropriate regarding the status of planning applications, queries and any issues that present a risk to site delivery.
- 2.5 Maintain up to date information by regularly updating planning IT systems with required data.
- 2.6 Occasionally attend Planning Committee and other meetings as required ensuring the highest professional standards of public service are achieved.
- 2.7 Carry out research and gather information to support senior colleagues in dealing with more complex planning applications, planning appeals and planning work.
- 2.8 Make necessary arrangements for the Council's case to be presented from appeals arising from own casework, or as allocated by senior officers, preparing written evidence and representing the Council at hearings in defence of decisions against which the appeal is made.
- 2.9 Be willing and able to undertake enforcement case work if and when required.
- 2.10 Keep up to date with planning regulations, policy and legislation. Maintain continual professional development.

3.1	Use experience of practical application to contribute to challenge, review and rationalise policies, procedures, work standards and approaches to maximise the efficiency and effectiveness of the DM service. Assist with the implementation of proactive changes/projects necessary to ensure an efficient and effective development management function, including those identified within the Service Plan and Planning Action Plan.
3.2	Contribute to the formulation of service wide policies and procedures and ensure implementation once agreed.
4.1	Work with colleagues to build relationships and understanding across the service and the wider Council; supporting each other to deliver excellent cross-service communication and corporate priorities in line with a shared 'one team' vision.
4.2	Take responsibility for own work, performance, development and behaviours; using own initiative to ensure that expectations are met for the benefit of the council, our customers and our colleagues.
4.3	Strive to deliver excellent customer service at all times, by demonstrating a customer focussed attitude as well as commercial awareness
4.4	Contribute to service improvement work and look for opportunities to continuously improve own performance.
4.5	Keep up to date with developments and achievements within the service and wider council, seeking opportunities to share knowledge & skills, celebrate success and to learn & improve.
4.6	Undertake any other duties commensurate with the post/grade as directed by your manager or any member of the Service Leadership Team.