

# EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## JOB PROFILE

JOB TITLE: PLANNING MANAGER	POST NO: PLN046
	GRADE: 10 (plus market supplement)
REPORTS TO: DIRECTOR (OPERATIONS)	DATE: APR 2024
DEPARTMENT: PLANNING	

### **Purpose**

To lead a multi-disciplinary team in the delivery of the Development Management service including conservation, enforcement and trees. Ensuring that the growth of the district is carefully managed to strengthen the local economy, protect and enhance the natural environment, promote sustainability, and achieve a high quality of development.

### **Dimensions**

Staff supervised: 4 Planning Team Leaders  
1 Planning Enforcement Team Leader  
1 Conservation Officer  
1 Office Team Leader  
1 Trees Officer

Budget: As set out in the service plan/TBA

### **Principal Accountabilities**

1. To act as the Council's lead advisor on Development Management, including:
  - Acting as lead officer at Planning Committee and Appeals.
  - Representing the Council and Planning Service at relevant inter authority or interdepartmental project boards and meetings.
  - Leading the delivery of Strategic Major Projects
  - Providing clear advice and guidance to Members and ensuring the delivery of effective Member training.
  - Implementing the transformation plan for the service.
2. To lead the Council's Development Management service, including the Planning Support Team, Conservation, Enforcement and Trees, ensuring efficient and effective management in accordance with policies and procedures.
3. To manage, monitor, implement and review the Planning Service delivery plans including the transformation plan and contribute to any corporate priorities.
4. To lead, motivate and appraise staff to maximise their effectiveness, morale and job satisfaction.

5. To oversee the Major Projects Delivery Board, to drive performance improvement and high quality developments. Ensuring major applications and corporate priority projects are appropriately managed in liaison with the Strategic Planning Manager.
6. To ensure that all planning applications are processed to a high standard and within appropriate timescales, that reports are consistent and timely, and that delegated decisions are made in accordance with the approved scheme of delegation.
7. To ensure that the Council is effectively represented at planning appeals and that appropriate action is taken against unauthorised development, including authorising prosecution as necessary.
8. To ensure that pre-applications are processed to a high standard and within appropriate timescales, reviewing the charging schedule as required and providing strategic advice, in liaison with the Strategic Planning Manager in relation to major/significant applications including corporate priority projects.
8. To monitor performance of decisions generally against Local Plan policies/planning guidance, in liaison with the Strategic Planning Manager, and reporting to the Corporate Management Team.
9. To ensure that customers receive professional, prompt, consistent and courteous advice on planning matters, and to investigate complaints. To effectively utilise the Council's Customer Relationship Management system and work effectively with the Council's customer service team to realise customer care and satisfaction targets.
10. To develop and maintain effective communication and working relationships with officers, Members, parish councils and other external organisations.
11. To effectively manage assigned departmental budgets within agreed limits, assigned capital projects, review fees and charges and negotiate service level and planning performance agreements, to meet the Council's Medium-Term Financial Strategy.
12. To participate, as required, in training and exercises in support of the Council's preparations for responding to civil emergencies within the District.
13. To carry out such other duties of a similar nature as may be required by the Corporate Management Team.

### **Special Conditions**

The post attracts a permanent market supplement of up to £6,000 annually.

This post is designated as politically restricted.

To work occasionally outside normal office hours for which time off in lieu will be given in complete recompense.

Business Travel (Cross) Lease Car  Essential User  Casual User

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Pre-employment Checks

Fraud and Corruption Checks  DBS - Disclosure