**Job Description**

**Development Management Manager**

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| **Role Profile**  | Leadership Grade Band N  |
| **Service/Team**  | Planning and Destination |
| **Reports to**  | Head of Planning Operations  |
| **Responsible for**  | circa 35 across a range of professional areas of work  |
| **Number of posts**  | 2 |
| **Post number**  | 100025 |

**My job improves the quality of life for the people of Bournemouth, Christchurch, and Poole, by leading in ensuring that development initiatives are delivered in a way that meets both the planning related aspirations of the Council while they comply with national and local requirements.**

# Job Overview

To lead and develop the delivery of development ensuring all impacts are mitigated sufficiently and that works are carried out in accordance with the Council’s policies, planning and highway law. To provide technical expertise, where required, to the Transportation and Economic Development Teams and other Council Services as required.

# Key Responsibilities

* To efficiently lead in and develop the service provision of the Development Management Team for BCP to ensure advice is provided to the council in accordance with statutory, national and local requirements.
* To lead in developing a quality resource to facilitate the needs of the Council and in line with the varying needs of its customers in close liaison with other Service Managers
* To lead in developing the service, its business planning, policy, partnerships and procedures in line with developing customer needs
* Proven skills in programme management and the ability to lead in a variety of projects to timescale at the same time.
* Be responsible for the recruitment, management, development, wellbeing, of staff in the service to enable high standards of performance and customer service and ensure that appropriate workforce planning and performance management is in place to enable effective service delivery.
* To set the culture within the service area and ensure that the organisations vision, values and behaviours are embedded.
* Lead the development, alignment and execution of high profile, large and complex projects including negotiation of Planning Performance Agreements and seeking opportunities for costs recovery
* To develop and implement external development-based funding/ bidding arrangements and commercial opportunities to help deliver BCP priorities.
* To make decisions, manage risk and contracts as necessary to deliver quality and value for money for the service.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes

associated with this post. Prepared by Director G&I OCTOBER 2019

* To represent the council where appropriate in a professional manner that safeguards the reputation of the council; promoting a positive perception of the service and developing a culture of providing excellent customer care to all service users.
* To deal with complaints made against the service at Stage 2 of the Councils formal complaints process and to provide information as required for the Ombudsman and for requests under FOI, Judicial Review or similar legislation and enquiries.
* To establish and maintain credible and effective working relationships, both internally and with external organisations.
* To work positively and proactively with the Communications Team at the operational level, to ensure effective communications with the media and the public regarding the Unit’s role and service.
* In their absence, when required, to represent the Head of Planning Operations on development related matters.
* Represent the Planning and Destination Directorate in appeals, informal hearings and public inquiries, with enforcement witness statements, legal action, court cases as they affect Development Management matters.
* Accountable for establishing and then monitoring relevant performance targets and standards in accordance with requirements.
* To lead in providing appropriate strategic development related planning advice and innovative solutions to the Planning Committee ensuring recommendations are to a high professional standard.
* To develop and implement external development-based funding arrangements and commercial opportunities to help deliver BCP priorities.
* To manage all stakeholders of the Service in a positive and proactive way while dealing effectively with conflict
* To assist the Head of Planning Operations to develop the performance and outputs of the service as a member of the service management team

# Specific Qualifications and Experience

* Planning related degree and further professional qualification in a relevant subject or be able to demonstrate equivalent knowledge, skills and experience
* Professional competence in relation to planning
* Management qualification or equivalent relevant experience
* Experience in both strategic and operational management of planning services and functions
* Leadership of high-profile innovative projects or policy development which have a wide ranging impact and reputational risk for the council

# Personal Qualities & Attributes

* High level of resilience, attention to detail, emotional intelligence, calm under pressure
* Ability in risk-based and objective led decision making to ensure service quality is maintained.

# Job Requirements

* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.
* There may be occasional need to work outside of Council office hours or weekends.

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associated with this post.