

METROPOLITAN BOROUGH OF ROCHDALE

JOB DESCRIPTION

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| SERVICE | : | PLANNING AND DEVELOPMENT |
| SECTION | : | DEVELOPMENT MANAGEMENT |
| LOCATION | : | FLOOR 3, NUMBER ONE RIVERSIDE, SMITH STREET, ROCHDALE |
| JOB TITLE | : | ASSISTANT DEVELOPMENT MANAGER |
| POST NUMBER | : | PLDM 0000 0008 |
| Grade | : | GRADE 9 |
| Accountable to | : | DEVELOPMENT MANAGER |
| Accountable for | : | Senior/Principal Planning Officers, Planning Officers and Assistant Planning Officers, heritage, design, support, administrative and enforcement staff within the service under the direct or indirect supervision of the post holder |
| Hours of Duty | : | 37 hours per week including some out-of-hours working |

Any Special Conditions of Service

Attendance at evening meetings which will be compensated in accordance with local conditions of service. Other occasional out of hours and weekend working as required.

The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC

Casual Car User Allowance Payable

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART

See attached.

PURPOSE AND OBJECTIVES OF THE JOB

- To lead the development management function in providing a customer focussed and integrated service through the effective management, performance, improvement, motivation and development of staff to meet the council's statutory and non-statutory responsibilities relating to the management of development, heritage assets, and the proper, timely and effective use of enforcement powers.
- To ensure local and national performance targets are met, and service standards/quality procedures are maintained, reviewed and developed.
- To give effect to the Council's planning policies and corporate priorities through the development management process.

Control of Resources

Personnel: To be responsible for the management, performance, leadership and

motivation of staff under the direct or indirect supervision of the post holder.

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| Financial: | To deputise for the Development Manager as required and be responsible for the effective management, monitoring and efficient use of any budget cost centres allocated to the post holder. |
| Equipment/Materials: | Responsible for the efficient and effective use of equipment and materials used by the post holder and his/her team. |
| Health/Safety/Welfare: | Responsible for the health, safety and welfare of self and others in accordance with Service and Council Policy Statements. |
| Equality and Diversity: | To work in accordance with the council's policy relating to the promotion of equality and diversity. |
| Training and Development: | The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements, and those of staff under his/her supervision in accordance with the council's Performance Management Framework. |

Relationships (Internal and External)

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| Internal | <ul style="list-style-type: none">▪ Staff within the Economy Directorate▪ Officers in other Services and partner organisations.▪ Elected Members of the Council.▪ Trade Union representatives.▪ Planning and Licensing Committee, Township Committees and other Committees, Panels or Working Parties of the Council▪ Local Strategic Partnerships |
| External | <ul style="list-style-type: none">▪ Members of the public/representatives of community groups and voluntary organisations and the business community.▪ Officers of other local authorities, AGMA and other public service bodies.▪ Private, professional and technical personnel (including builders and developers).▪ Representatives of Government Departments and Organisations▪ Members of Parliament▪ The Heritage Lottery Fund |

Responsibilities

The post holder must –

- (i) Perform his/her duties in accordance with legislation, the Council's policies and procedures including Code of Conduct for Members and Officers, Codes of Practice, approved Delegation Scheme and any other policies adopted by the Service.
- (ii) Perform his/her duties in accordance with Rochdale MBC's Equality and Diversity Policy.
- (iii) Ensure that Rochdale MBC's commitment to public service orientation, equality and diversity and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below:

- Proud
- Passionate
- Pioneering and Open

Principal Duties

1. To assist and deputise for the Development Manager in leading a professional, efficient and cost effective service that meets legal and policy requirements, performs above national and corporate performance targets and standards, and is transparent and accessible to its customers.
2. To assist the Directorate Management Team in the development and maintenance of effective links with other Council services, partner organisations and external stakeholders to secure the regeneration of the Borough, and in communicating the value added by the Planning and Development Service.
3. To apply policy broadly, innovatively and creatively and take the lead role in negotiations on major and complex planning applications and legal agreements with applicants and developers, local communities, other Council services, partner organisations and external agencies.
4. To process a caseload of planning applications and/or enforcement cases as may be allocated to the post holder, in particular larger and complex projects, including:
 - a) Ensuring proper validation of planning applications
 - b) Undertaking site inspections, maintaining full and accurate records
 - c) Undertaking the necessary statutory and any other consultations
 - d) Ensuring that the relevant statutory or discretionary publicity is given to particular applications
 - e) Undertaking any necessary research work required in connection with a particular application
 - f) Negotiating improvements to submitted development proposals
 - g) Assessing proposals against local and national policies, including the Local Development Framework and any other material considerations
 - h) The preparation of legally robust reports and recommendations for the determination of applications by Committee or the taking of decisions under delegated powers
 - i) The positive negotiation and formulation of planning obligations
 - j) Presentation of reports to Township Planning Sub Committees, Planning and Licensing Committee, partnerships, working groups and other public meetings as appropriate
5. To advise the public, developers, other professional groups, organisations and individuals and other Council Services, Members of the Council and Members of Parliament on development management issues and procedures offering advice and guidance in accordance with Service and Council policies and objectives.
6. To ensure compliance with relevant legislation and service quality management procedures checking reports, recommendations and decision notices for planning applications to be determined under delegated powers, or by Township Planning Sub Committee and/or the Planning and Licensing Committee.
7. To ensure the Council's Code of Conduct for Members and Officers dealing with planning matters is fully complied with.
8. To attend and provide professional advice on planning matters to be determined by the Planning and Licensing Committee, or support other Committees, partnerships, public meetings, panels or working parties of the Council, as may be required by the Service Management Team.
9. To advise the public, developers, other professional groups, organisations and individuals and other Council Services, Members of the Council and Members of Parliament on development management issues and procedures offering advice and guidance, including the initiation of correspondence, on such matters in accordance with Service and Council policies and objectives.
10. To integrate enforcement and development activity providing effective and timely advice to enforcement staff on the need for, and appropriate use of, enforcement powers relating to complaints received by the Service, checking files and cases to authorise the taking of enforcement action under delegated powers where expedient.

11. To thoroughly investigate and respond to written complaints, including those from the Local Government Ombudsman, relating to the work of the service, identifying improvements and taking corrective action as appropriate.
12. To advise and/or present the Council's case on planning appeals including the preparation of statements and proofs of evidence; appearing at public local inquiries as the Council's expert witness where required.
13. Identify and implement business improvements to all stages of the development management process to improve customer outcomes and maximise efficiency.

Secondary Duties

1. To provide relief cover for other team members to ensure continuity of service, including deputising for the Service Manager as may be appropriate.
2. To participate in in-service training (both as a trainer and a trainee) to ensure staff within the service and/or elected Members, colleagues from other Services are properly trained
3. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Management Team in consultation with the postholder and, if she/he wishes, his/her trade union representative.
4. To ensure that any quality management systems or procedures in operation within the Service are effectively implemented, managed, operated and reviewed in accordance with the service requirements.

Job Description prepared by Daniela Ripa Date April 2022

Agreed by Post holder _____ Date _____

**Rochdale Metropolitan Borough Council
Person Specification**

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| Service : | Planning and Development | Post: | Assistant Development Manager |
| Section : | Planning | Post Number : | PLDM00000008 REF:130457 |
| Job Ref: | | Grade: | 9 |

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet these criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

| Essential Criteria | | How Identified: AF Application Form I Interview A Assessment |
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| (a) Qualification and Experience | | |
| 1 | Do you have a recognised qualification in Town Planning or equivalent, affording full exemption from the Final Examination of the Royal Town Planning Institute? | AF Evidence of Qualifications |
| 2 | Do you possess relevant and demonstrable experience within a local authority development management team? | AF |
| 3 | Experience of managing colleagues or supervising the work of others across an integrated development management, enforcement, conservation and technical support team. | AF / I |
| 4 | Experience of Committee presentation, or attendance in Court or at public inquiries to give evidence at planning/enforcement appeals. | AF / I |
| (b) Skills and Knowledge | | |
| 5 | Ability to produce written work to a high standard and to check the work of others, to ensure robust, quality and enforceable recommendations and decisions taken to meet service standards and legislative requirements. | AF/ I |
| 6 | Thorough knowledge of legislation, best practice and emerging guidance relating to all aspects of development management and local government, including the effective use of enforcement controls. | AF/ I |
| 7 | Ability to take and justify clear, informed, appropriate and timely decisions on behalf of the service to all service users. | AF / I |
| 8 | Ability to apply planning policies broadly, innovatively and proactively to resolve complex planning issues, and persuade others to a particular view. | AF / I |
| 9 | Ability to develop positive working relationships with colleagues, partners, developers, elected Members and local communities. | AF / I |
| 10 | Ability to lead, inspire and motivate others to maximise their performance and development. | AF / I |
| 11 | Ability to investigate and respond thoroughly to complaints made relating to the work of the service, including identifying and implementing any necessary service improvement. | AF / I |
| 12 | Advanced IT skills and ability to identify and exploit innovation in service delivery e.g. in response to new legislation or best practice. | AF / I |
| (c) Values and Behaviours | | |
| 13 | Approach the job at all times using the values set out below: • Proud • Passionate • Pioneering and Open Please confirm you are willing to adhere to these values and behaviours | AF / I |