



MID DEVON DISTRICT COUNCIL

APPOINTMENT OF DIRECTOR OF PLACE & ECONOMY

BACKGROUND INFORMATION FOR APPLICANTS

Thank you for your interest in the position of **Director of Place & Economy** at Mid Devon District Council.

This brochure is designed to introduce prospective applicants to Mid Devon District Council, its services and business activities, and the resources to be managed. It also contains important information on the role of Director of Place & Economy and the profile of the person the Authority is seeking to appoint, as well as the culture of the organisation.

We hope you find the brochure informative and the position an attractive career opportunity.

Key dates/information in the recruitment and selection process:

Closing date for the receipt of applications - 9 October 2025
Applicant screening / assessment and short-listing - w/c 13 October 2025
Proposed interview process - 30/31 October 2025

Point of contact:

Stephen Walford, Chief Executive

swalford@middevon.gov.uk

Or

Lucy Powell, Executive Assistant to the Chief Executive

lpowell@middevon.gov.uk

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1 INTRODUCTION

Dear applicant

I am very proud to be the Leader of Mid Devon District Council, serving a large area of natural rural beauty alongside bustling market towns in the heart of Devon.

Mid Devon is at the forefront of delivering strategic growth alongside good quality services that represent value for money. We have forward thinking Councillors, an excellent established leadership team and hardworking officers who are flexible in their approach and attitude. You will be joining that leadership team as Director of Place and Economy.

Alongside key operational priorities of planning and housing, we have significant infrastructure ambition, with a major new link road due to be constructed over the next couple of years, a new railway station set to be delivered, and a substantial motorway junction upgrade to unlock a major new garden village settlement at junction 28 of the M5.

This post also oversees our housing and health functions, which have strong and robust management in place alongside the operational management of our (council-owned) stock of social housing.

Times are changing and with local government reorganisation on the horizon it is vital that we continue to deliver now and over the coming years in order to build the healthy and wealthy future that our communities deserve. We will be looking for the successful person to have ambition for Devon alongside their substantial experience in running similar and related services, and for their teambuilding and relationship skills to be able to bring the best out of internal teams working in conjunction and collaboration with partners, stakeholders and communities.

If you feel that this is an opportunity that plays to your strengths, abilities and aspirations, then we very much look forward to hearing from you.



Cllr Luke Taylor
Leader of Mid Devon District Council

Cllr Luke Taylor, Leader of the Council

2 MID DEVON



Figure 1
Location of Mid Devon within Devon

Mid Devon District Council serves a rural location covering an area of 353 square miles (914 km²) in the agricultural heartland of Devon, between Dartmoor, Exmoor and the Blackdown Hills. Mid Devon has three principal towns – Tiverton, Cullompton and Crediton. These towns provide services for surrounding rural communities.

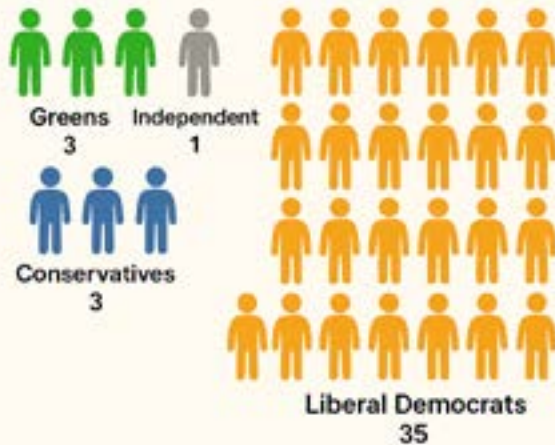
Approximately 83,000 people live in Mid Devon, and more than half of our residents live in villages across the rural hinterland. Of the 296 councils in England, Mid Devon is the 32nd largest by area, but it is also the 23rd smallest by population. This reflects its rural characteristics.

Strategically located on South West England's main transport and communication corridor, Mid Devon is mid-way between Taunton and Exeter. Our main offices lie to the North East of the city of Exeter, one of the most rapidly expanding economies in the country. As a district council, Mid Devon seeks to maximise this opportunity by delivering quality growth in a high-quality environment.

3 OVERVIEW

Political make up of Mid Devon District Council

Number of seats by political party



POLITICAL PROFILE

The Council is made up of 42 elected Members who represent different wards within the district, and operates under a Leader and Cabinet model. The Council chooses its Leader, who then appoints other councillors to a Cabinet. The Cabinet is responsible for the day-to-day business of the Council and recommends policy and budgetary changes to a meeting of the Full Council. Each Cabinet Councillor is assigned to a particular part of the Council's operations e.g. housing, finance, planning. Elected members are not paid to carry out their role, but do receive a small yearly allowance.

The current composition of the Council's membership is as shown below:

Conservatives	3
Greens	3
Independent	1
Liberal democrats	35



OUR CORPORATE PRIORITIES

Our aims and objectives are centred around five themes:

Planning, Environment & Sustainability - To be a leader and pioneer of best practice so new innovation and thinking is at the heart of the services we deliver and informs our planning policies.

Community, People & Equalities - Involving and engaging with our communities, ensuring everyone is treated with equity and respect, and protecting our most vulnerable.

Homes - Delivering new affordable and social homes annually, improving and maintaining the existing stock to the highest standards.

Economy & Assets - Growing the district economy and increasing returns from our assets.

Service Delivery & Continuous Improvement - Providing high quality and efficient services to support and improve the lives of people in Mid Devon.

For more information regarding our ambitions, please see our [Corporate Plan for 2024-2028](#).

OUR VALUES

People
Performance
Pride
Partnership

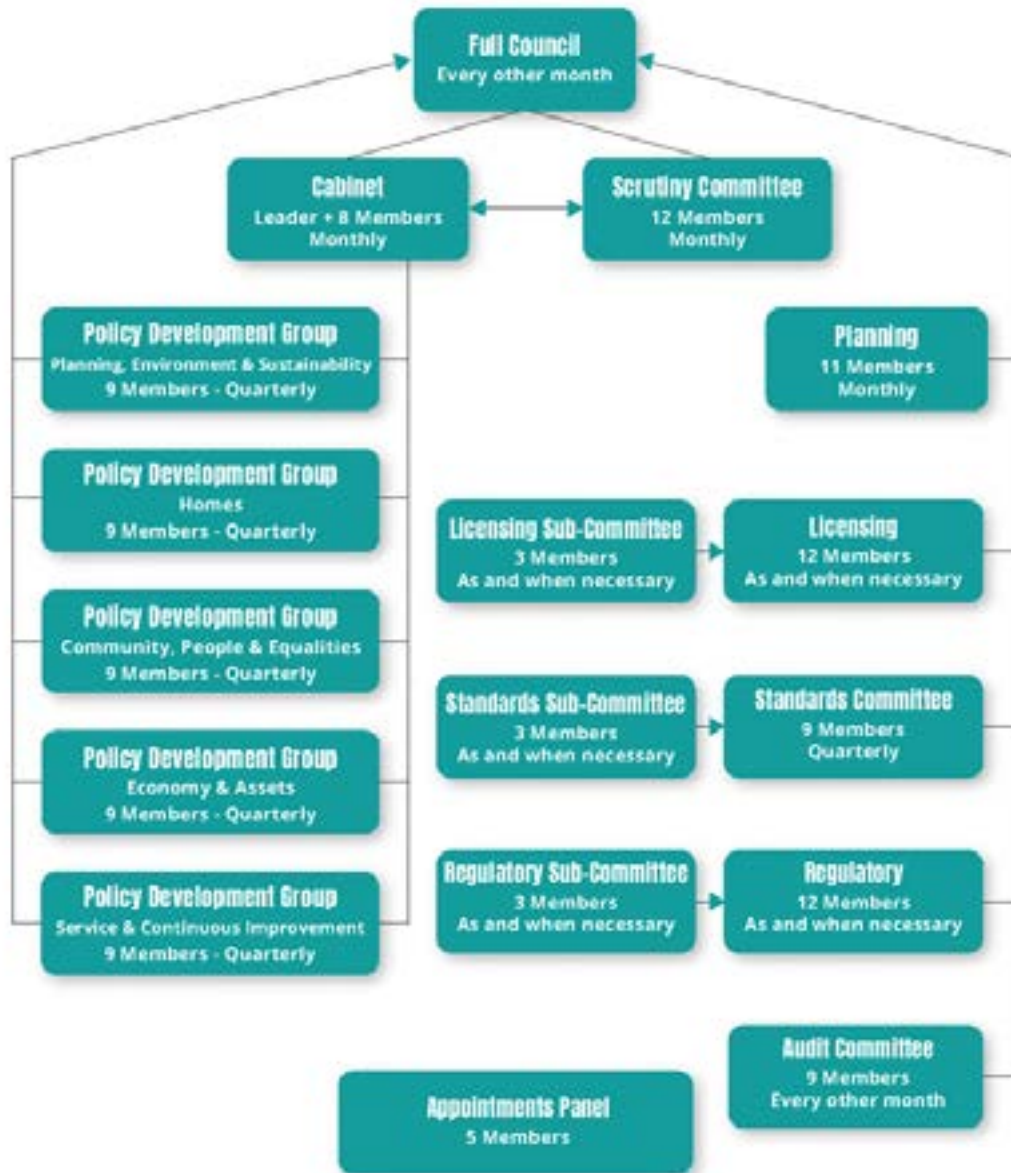
OUR VALUES

The organisation has an agreed set of core values that underpin the way we work and how we fulfil our aspirations. These values set out what we believe should be the basis for the type of organisation we want to be.

While our organisation is a place-based entity, rooted in the custodianship of the area of Mid Devon, it is nevertheless primarily a people-focused business. The organisation supports and is steered by our Councillors as the democratically-elected representatives of the people, and is run for the benefit of the people of Mid Devon. Our performance as individuals and as a collective is paramount, and we expect all those working for or with Mid Devon to take pride not only in their own work, but in the way we operate and the outcomes that are achieved for our communities.

Finally, we recognise the core value of partnership as so many of our services depend on our relationships and collaboration with suppliers, contractors, government and its departments and agencies; local towns, parishes and the voluntary sector; or the wider strategic network of councils working together across Devon and the South West.

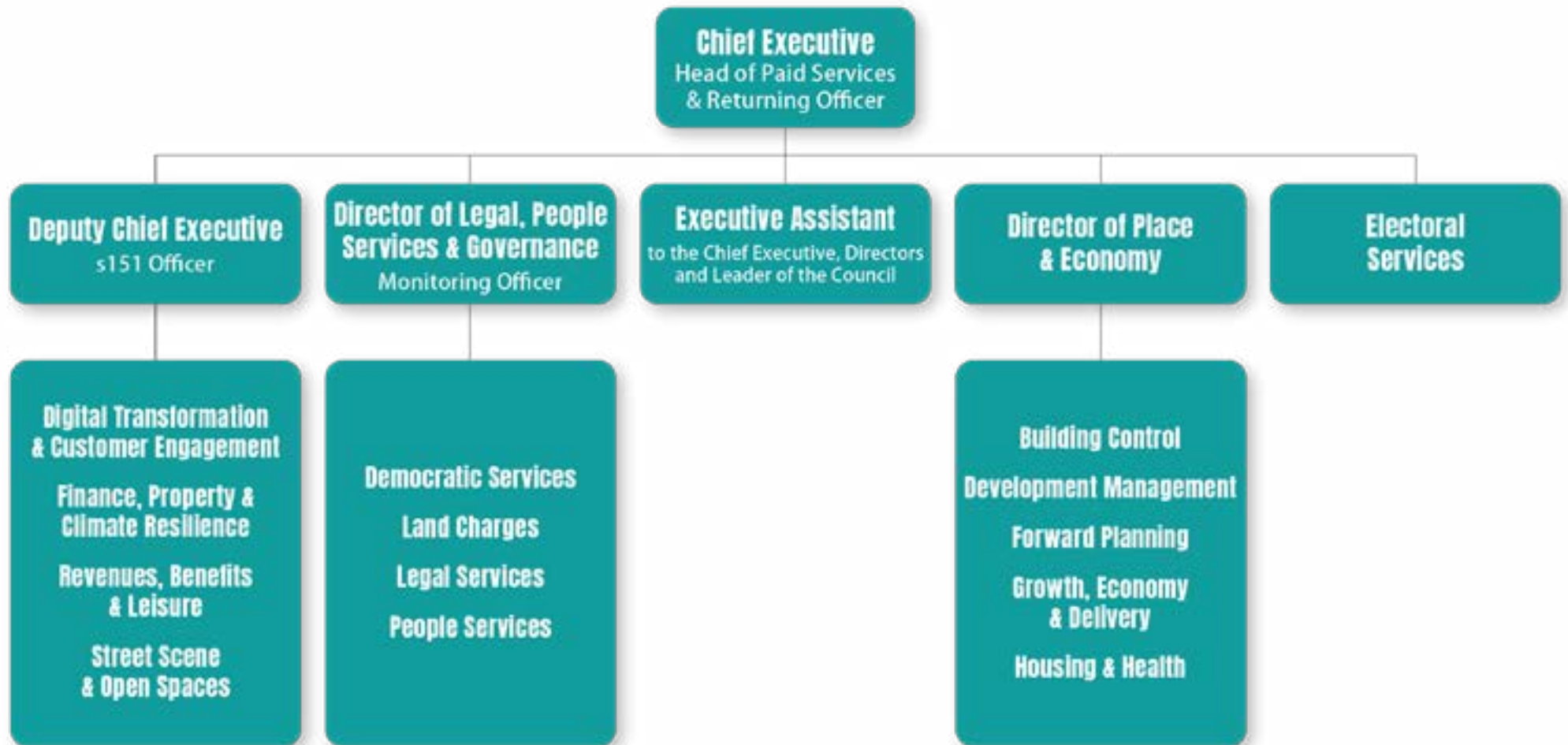




COMMITTEE STRUCTURE

Mid Devon District Council currently operates under a two-tier local government structure. The district councils in Devon are responsible for services including waste and recycling, planning, administering council tax, housing, leisure and street cleaning. Mid Devon District Council works closely with Devon County Council, which is responsible for areas including social care, highways, education, libraries and Trading Standards. The district council also works closely with parish and town councils within Mid Devon, which have responsibility for allotments as well as some play areas, public toilets and community halls.

MANAGEMENT STRUCTURE



PEOPLE

The current profile of the workforce is shown below.



	Female	Male	Total
Full Time	134	252	386
Part Time	135	33	168
Casual	36	15	51
Total	305	300	605

(Note: figures shown are headcount only and includes workers on a casual agreement)

As at September 2025



FINANCE

Despite the financial challenges facing all local authorities, the Council is in a strong financial position due to its good track record of robust financial management, effective budget control and the achievement of planned cost reductions/efficiencies. The Council has usable reserves of more than £45m.

Medium term financial plan

As a result of reduced grant settlements from the Government and the impact of pay, price and demographic pressures, the Council will need to find a further savings/revenue during the period of our current Medium Term Financial Plan 2026/27 to 2028/29.

Revenue expenditure

For 2024/25, the Council had a gross service expenditure of £70m, a gross service income of £46m and a net service expenditure of £24m. Our largest frontline services are Waste Services which account for £3.3m (14%), Planning and Regeneration £1.7m (7%), Environmental Services £1.1m (5%) and Recreation and Sport £1.9m (8%) of the net budget. In addition, the Council has a Housing Revenue Account (HRA) with a net expenditure of £11m.

Capital expenditure

For 2024/25, the Council had a capital expenditure of £23m with an indicative budget of £42m for 2025/26. The majority of both years' capital programme include significant sums for the delivery of new council house building schemes, largely funded by Government grants.

4 PAY AND BENEFITS

The terms and conditions of employment applicable to this appointment will be those set out in the national collective agreement laid down by the Joint Negotiating Committee for Local Authority Chief Executives (the JNC). The main conditions are as follows:-

Tenure of the appointment

The appointment is full time, and will be offered on an open-ended contract of employment.

Salary

The annual salary for the post has been set at £102,606.60 (spot salary) and is deemed as fully inclusive. Any annual increase will be subject to performance linked to the objectives of the Corporate Plan and will be determined in accordance with the national pay award for local authority Chief Officers.

Annual leave

The basic entitlement is 33 working days. In addition there are 8 bank holidays per annum.

Pension

The employment will be pensionable in accordance with the provisions of the Local Government Pension Scheme, a defined benefit career average re-valued earnings pension scheme. Employee contributions are related to earnings, with the current rate for a post at this level set at 9.9% of pensionable pay. The Council's employer contribution rate is currently 19%. Further information on the Local Government Pension Scheme can be found by visiting www.lgps2014.org and also <https://www.peninsulapensions.org.uk/>.

Other benefits

The Council has a variety of contractual and non-contractual benefits. Please see below a hyperlink to our current employee benefits guide <https://www.middevon.gov.uk/media/357629/employee-benefits-guide-external.pdf>

Place of work

The post is based at the Council's headquarters at Phoenix House, Phoenix Lane, Tiverton. This is a modern, purpose-built office, in a central, riverside location offering an attractive, predominantly open-plan work environment.

The Council utilises hybrid arrangements, with those posts capable of flexible working subject to an expected minimum office attendance of at least 2 days a week. However, this post will also need to attend a variety of member and stakeholder meetings, some of which will be in the evening.

Relocation assistance

The Council will provide financial assistance of up to £5,000 to defray costs incurred in relocating to Mid Devon. Full details of the Council's relocation assistance scheme are available on request.

Interview expenses

Please note Mid Devon does not pay interview expenses.



5 JOB ADVERT

DIRECTOR OF PLACE & ECONOMY

Salary £102,606.60 per annum.

Location Tiverton, Devon

Closing Date 9 October 2025

Relocation scheme available (if applicable)

Mid Devon is a beautiful predominantly rural district, with rolling hills and valleys, picturesque villages and attractive market towns which is recognised for its good quality of life while being within easy access of the M5, the city amenities of Exeter and Taunton and the link road to the beaches and coastline of North Devon. It is a great place to live and work.

This role will report to the Chief Executive and will be part of a team responsible for ensuring the organisation delivers for the communities of Mid Devon and succeeds on the ambition of our members as set out in our corporate plan.

This role provides strategic leadership and expertise to help maximise the positive outcomes from a variety of place-shaping opportunities. In 2024 we achieved success at the LABC awards, as well as the RTPI Awards for Planning Excellence. These achievements go alongside services across the Council that are being recognised regularly at a regional and national level.

With everything from neighbourhood plans to a nationally-designated garden village on the go, we have a huge opportunity and responsibility to shape the future of these settlements in a vibrant and sustainable way.

This role could be summed up in three words as place, productivity and connectivity, and to be successful will take empathy and emotion just as much as technical expertise. Mid Devon is a fantastic place and our communities are keen that we protect and enhance our places and spaces as well as delivering exciting new developments and opportunities.

If you love your job place-shaping as much as we love Mid Devon then we look forward to hearing from you. For an informal discussion about the post, contact Stephen Walford, Chief Executive on 01884 234300.

This role will offer an ability for remote working, although there is an expectation of physical presence in Mid Devon on a weekly basis. We are an equal opportunities employer and welcome applications from anyone with the ability to do the job.

A satisfactory DBS check and three years complete employment or education history will be requested in the event of you being offered the position.

Visit our website at:

<https://www.middevon.gov.uk/your-council/jobs/>

for full application details, or alternatively for an application pack, please contact: People Services on (01884) 234300 or (01884) 234331 – out of hours answerphone service

E-Mail: Opportunities@middevon.gov.uk



6 JOB DESCRIPTION

POST TITLE: Director of Place & Economy

POST NUMBER: D02

GRADE: £102,606.60

RESPONSIBLE TO: Chief Executive

RESPONSIBLE FOR:

Place Shaping and Growth Delivery:
Strategic Planning and Infrastructure Delivery
Economic and Community Development
Forward Planning / Town Masterplanning
Planning: Development Management,
Building Control, Regulation & Enforcement
Housing (including statutory landlord and tenancy
functions as social landlord)
Homelessness, Refugee and Asylum Support
Environmental Health, Licensing, Public Health,
Private Sector Housing, Community Safety
Emergency Planning & Response

ROLE DESCRIPTION:

This role will ensure effective and strategic oversight and management of the Council as part of the Leadership Team. As the professional lead for place-shaping, housing and delivery it will ensure that operational requirements are delivered while supporting the Leadership Team and elected members with high quality strategic advice on all relevant issues – balancing strategic ambition and intent with the ability to deliver confidence in service level outcomes.

LIAISON WITH:

- The Cabinet and wider council membership
- Mid Devon District Council Leadership Team (CEO and Directors)
- Mid Devon District Council Corporate Managers and Service Leads
- Devon County Council, Town/Parish Councils, Devon District Officers and other peer/benchmarking networks
- Government Agencies and Departments, notably MHCLG and BEIS, DWP, Homes England, Environment Agency, National Highways etc
- Various external bodies incl (but not limited to) contractors, suppliers, businesses, statutory and voluntary agencies within Mid Devon and the general public.

KEY CORPORATE RESPONSIBILITIES:

As part of the Leadership team, to support the Chief Executive in the effective running of the council; providing strategic advice and recommendation to members and strategic leadership for services both within and outside the direct managerial responsibility of the post.

- 1 To provide effective leadership of the Place-Shaping functions; working with the Chief Executive and elected members to deliver positive outcomes.
- 2 To advise on ways to work with partners to increase investment locally to deliver high quality proposals and maximise gain from development-related activity so that communities feel the benefits from development.
- 3 To embed a culture of efficiency on all aspects of development management, supported by effective conditions and legal agreements, with robust enforcement as necessary – joining up the combined efforts of planning, enforcement and legal services to deliver positive outcomes.
- 4 To ensure the council maintains an up to date local plan and 5yr land supply.
- 5 To lead on negotiations around strategic infrastructure provision and the associated delivery mechanisms; commissioning delivery where required and making strategic recommendations on s106 deployment and other development funding opportunities to secure investment and delivery.
- 6 To manage the partnership arrangements on Building Control provision (with North Devon).

- 7 To directly line manage the various teams working within this part of the organisation. To oversee and assist where appropriate in the training and development of staff within the service areas of responsibility and to support the wellbeing of all staff as part of the leadership team.
- 8 To provide strategic oversight of the Council's housing service and to ensure compliance with our social housing duties; ensuring that the Council delivers excellent services as a landlord to its tenants, leaseholders and customers.
- 9 To embed a customer-focused performance-oriented culture across all aspects of delivery.
- 10 To lead and embed safe working practices and to ensure health & safety is part of the culture across operational delivery functions.
- 11 To provide effective management of all resources within the Housing Revenue Account (HRA).
- 12 To liaise with public health at county level (and beyond) to ensure delivery of local health outcomes.
- 13 To be responsible for asylum and refugee management as required under the council's relevant duties.
- 14 To lead on emergency planning and liaise with wider corporate risk and business continuity functions.
- 15 To meet regularly with Union and Employee representatives to help address staff issues and enable positive change.
- 16 To provide such reports and recommendations to committees, the Chief Executive and leadership team to enable the organisation to

monitor trends and plan responses to improve the future delivery of services.

- 17 To build on existing relationships and establish new partnerships with key community groups and organisations, neighbouring authorities and public bodies to ensure corporate objectives can be met.
- 18 To embed a culture of openness, continuous improvement, learning & development throughout this directorate and across the wider organisation.
- 19 Other responsibilities as deemed appropriate by the Chief Executive – the current senior officer team divides responsibilities according to the abilities and expertise of the postholder. These are reconfigured according to the prevailing needs of the organisation and a Director may from time to time be asked to take on additional duties of an equivalent type and nature.

WORKING TIME & OTHER DUTIES:

The post holder will be expected to undertake the hours necessary to perform the role, not exceeding those as set out in EU Working Time Directive (2003/88/EC).

In order to deliver services effectively the post holder may be required to work unsociable hours and undertake tasks not specifically referred to above. Such duties, however, will be commensurate with those expected of an employee at this grade.

**HEALTH AND SAFETY:**

Observing the requirements of the Health and Safety at Work Act and other related safety requirements on a personal basis and to ensure that all staff operate within those requirements including full regard to the Council's Safety Policy and Safe Working Practice.

DATA PROTECTION:

Ensure that the Council complies with the Data Protection Act 1998/2018

EQUAL OPPORTUNITIES:

The Council is committed to providing equality of opportunity and has an Equal Opportunities Policy, which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Policy.

Approved by: Stephen Walford, Chief Executive Officer

PERSON SPECIFICATION: Director of Place & Economy

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Professionally qualified in a discipline related to the post • Substantial experience of growth, planning or development services in a large public sector organisation • Demonstrable senior management experience in local government • Experience of working with elected members at a range of levels • Experience of partnership and collaboration in a public sector environment • Significant experience of managing and leading a range of multidisciplinary teams 	<ul style="list-style-type: none"> • A recognised management qualification • Programme or project management qualification (or equivalent) • Experience of running planning or housing departments or other regulatory services • Experience of commissioning professional services • Familiarity with infrastructure delivery models and mechanisms
Knowledge and Expertise	<ul style="list-style-type: none"> • A clear understanding of relevant legislation relating to areas of service responsibility • Direct knowledge of one or more services under the post's remit. • Evidence of Continuing Professional Development in a related field 	<ul style="list-style-type: none"> • Knowledge of motivational factors and techniques. • Knowledge of change management theories.
Skills	<ul style="list-style-type: none"> • Effective leadership skills • Good communicator – of technical details and distilling relevant points to different audiences • IT literate • Good negotiating skills • Ability to operate effectively under sustained pressure to deliver against deadlines • Ability to construct clear and precise reports and presentations • Ability to motivate staff • Effective delegation 	<ul style="list-style-type: none"> • Coaching / Mentoring • Demonstrable capability in managing services outside of direct professional expertise.
Personal Attributes	<ul style="list-style-type: none"> • A commitment to Local Government and the democratic process • A high degree of political sensitivity, ability to work closely with Elected Members, Central Government and other bodies • Calm, empathetic • A commitment to team working and team ethos • Strong commitment to equal opportunities and respect and dignity at work • Resilience and drive to meet the demands and pressures of the post • Committed to equality of opportunity and understanding of diversity issues 	<ul style="list-style-type: none"> • Ambition and aspiration • An appreciation of the unique place and character of Mid Devon
Special Requirements	<ul style="list-style-type: none"> • Able to travel throughout the district and beyond 	

POLITICAL RESTRICTIONS

TERMS OF APPOINTMENT AND CONDITIONS OF EMPLOYMENT

Note: This is the main text of the Local Government Officers (Political Restrictions) Regulations 1990. 'The Act' referred to is the Local Government and Housing Act 1989.

PART I – GENERAL

- 1 The appointee shall not announce or cause, authorise or permit anyone else to announce that they are, or intend to be, a candidate for election as a member of:-
 - (a) the House of Commons
 - (b) the European Parliament, or
 - (c) a local authority within the meaning of Section 21(1) or (2) of the Act.
- 2 Notwithstanding any contrary provision in their terms of appointment or their contract of employment, upon the appointee giving notice in writing to the local authority under which they hold their appointment that they wish to resign their appointment because they intend to announce or cause, authorise or permit anyone else to announce that they are, or intend to be, a candidate for election to the House of Commons at a pending election, their appointment shall terminate forthwith.
 - 2.1 For the purposes of this paragraph an election shall be taken to be pending –
 - (a) in the case of a general election, if the date proposed for the dissolution of Parliament preceding that election has been officially announced;
 - (b) in the case of a by-election, if the vacancy giving rise to that election has occurred.
- 3 The appointee shall not act as an election agent or sub-agent within the meaning of Section 67 or Section 68 of the Representation of the People Act 1983 for a candidate for election as a member of a body mentioned in Paragraph 1.
- 4 The appointee shall not be an officer of a political party or of any branch of such a party or a member of any committee or sub-committee or such a party or branch if their duties as such an officer or member would be likely to require him –
 - (a) to participate in the general management of the party or the branch; or
 - (b) to act on behalf of the party or branch in dealings with persons other than members of the party or branch in dealings with persons other than members of the party or members of another political party associated with the party.
- 5 The appointee shall not canvass on behalf of a political party or on behalf of a person who is, or proposes to be, a candidate for election to any of the bodies mentioned in Paragraph 1.

PART 2 – ADDITIONAL TERMS AND CONDITIONS IN THE CASE OF OFFICERS NOT APPOINTED UNDER SECTION 9 OF THE ACT

- 6 The appointee shall not speak to the public at large or to a section of the public with the apparent intention of affecting public support for a political party.
- 7 7.1 The appointee shall not –
- (a) publish any written or artistic work of which they are the author (or one of the authors) or any written work or collection of artistic works in relation to which they have acted in an editorial capacity; or
 - (b) cause, authorise or permit any other person to publish such a work or collection. if the work appears to be intended to affect public support for a political party.
- 7.2 sub-paragraph 7.1 only applies to publication to the public at large or to a section of the public; and nothing in that sub-paragraph shall preclude the display of a poster or other document on property occupied by the appointee as their dwelling or on a vehicle or article used by him.
- 8 Nothing in Paragraph 6 or 7 shall be construed as precluding the appointee from engaging in the activities there mentioned to such extent as is necessary for the proper performance of their official duties.

PART 3 – FURTHER TERMS AND CONDITIONS IN THE CASE OF OFFICERS APPOINTED UNDER SECTION 9 OF THE ACT

- 9 The appointee shall not speak to the public at large or to a section of the public in circumstances or terms which are likely to create the impression that they are speaking as an authorised representative of a political party, whether they are so authorised or not.
- 10 The appointee shall not publish any written or artistic work of which they are the author (or one of the authors) or any written work or collection of artistic works in relation to which they have acted in an editorial capacity or cause, authorise or permit any other person to publish such a work or collection in circumstances which are likely to create the impression that the publication is authorised by a political party, whether or not it is so authorised.