

JOB DESCRIPTION



POST TITLE:	Development Management Manager
POST NUMBER:	OL08
GRADE:	L
RESPONSIBLE TO:	Director of Place & Economy
RESPONSIBLE FOR:	Development Management, Enforcement, Conservation and support staff within the Planning service
LIAISON WITH:	Elected Members, members of the public, planning and other professionals, other Council services, County Council staff, Parish and Town Councils

KEY CORPORATE ACCOUNTABILITIES:

- 1 Manage and develop the development management, enforcement and historic conservation functions of the Council.
- 2 Lead a busy team with responsibility for development management issues, covering the district.
- 3 Ensure the development management, conservation and enforcement statutory responsibilities are carried out in accordance with Government Legislation, Policy, procedure and guidance and accord with the Council's Corporate Plan, Business Plans, Service Plans and Development Plans and Policies.
- 4 Ensure the process is efficient, effective, responsive, fair, open to examination and understood.
- 5 Ensure the service meets the needs of the community and that performance is regularly monitored and reported to ensure the service is meeting the Governments targets.
- 6 Be responsible for the management of the development management staff and budgetary resources.
- 7 Facilitate the delivery of housing to meet identified needs in Mid Devon

KEY SERVICE ACCOUNTABILITIES:

- 1 In liaison with the Area Planning Officers and Senior Enforcement Officer, to set and identify priorities, working methods, time scales and professional standards. To report the performance of the section quarterly to the Planning Committee. To

produce an annual report on the sections performance which identifies areas for improvement.

- 2 Ensure planning and related applications are appropriately determined within the statutory period having regard to all relevant legislation, case law, practice, procedure, precedent and guidance and the adopted and emerging policies of the development plan and other material considerations.
- 3 Ensure that unauthorised development is promptly investigated and that breaches of planning control are dealt with having regard to the statutory planning provisions, case law, practice and precedent and the adopted and emerging policies of the development plan and other material considerations.
- 4 In liaison with other Area Planning Officers maintain and identify improvements to processes and systems relating to development management, conservation and enforcement to ensure the effective and efficient provision of the service meets best value objectives and meets customer needs.
- 5 Ensure that historic building conservation and other heritage matters are dealt with having regard to the statutory planning provisions, case law, practice and precedent and the adopted and emerging policies of the development plan and other material considerations.
- 6 Ensure that full use is made of information technology to deliver an effective, efficient, responsive and e-enabled development management and enforcement service.
- 7 Ensure that Members and staff are updated and provided with details of legislative changes, practices, policies and procedures as required and advise on the need for training and development in development management and related matters.
- 8 Respond to complaints as requested by the Director of Place & Economy / the Chief Executive.
- 9 Participate in the review and progress of the Local Plan and strategic planning documents as required and advise on strategy and policy issues as appropriate.
- 10 Attend Parish/Town Council and other organisation and educational groups, as required, sometimes outside normal office hours.
- 11 Promote and participate in the development of design policies and advise on appropriate ways of promoting good design.
- 12 Ensure all staff are trained to meet the high professional demands the delivery of the development management, conservation and enforcement service requires.
- 13 Attend as an expert witness planning inquiries and informal and court hearings and provide proofs of evidence as required in respect of all planning matters.

- 14 Sign delegated and non-delegated decision notices ensuring that such permissions are only issued in accordance with the current scheme of delegation or in compliance with the planning committees' instructions.
- 15 Be responsible for the management of the Development management and enforcement budgets.
- 16 To help secure housing to meet identified housing needs in the district, including but not limited to: Affordable homes, Custom and Self-Build, Sites for Gypsies and Travellers, and Modern Methods of Construction
- 17 Work with planners, landowners and developers, adjacent local authorities, and other stakeholders including Registered Providers and Community Land Trusts to identify possible schemes for housing and to work towards their delivery. Understand scheme viability and negotiate accordingly to make recommendations to Planning officers on planning applications.
- 18 To secure funding for the delivery of new affordable homes and Gypsy and Traveller sites, through preparing bids and negotiating with Homes England and other funding partners.
- 19 To manage on a day-to-day basis the Council's Community Led Housing Fund and liaise with the Cabinet Member for Housing and Community Housing Fund Project Group.
- 20 Deputise for the Director of Place & Economy in respect of development management, conservation and enforcement matters in his/her absence as required.
- 21 Undertake such other duties as may be required, appropriate to the grade and nature of the post, as required by the Director of Place & Economy / the Chief Executive.

OTHER DUTIES:

To deliver services effectively, a degree of flexibility is needed, and the post-holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

EMERGENCY PLANNING:

The post-holder will be expected to perform specific duties during an emergency as defined by the Civil Contingencies Act. This includes:

- Familiarisation with the roles and responsibilities of the Council's Emergency Planning and Response Team
- A general understanding of the Civil Contingencies Act 2004

- Attendance on emergency planning training, exercises, courses, workshops and seminars

The officer may be required to respond to emergencies during unsocial hours.

HEALTH AND SAFETY:

The Council has a health and safety policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

RISK MANAGEMENT:

The Council has a risk management strategy, and it is the responsibility of senior managers to comply with the contents including leading the risk management process within their service; identifying and managing significant operational risks.

DATA PROTECTION:

It is the responsibility of the post-holder to ensure that the section's requirements for compliance with the data protection legislation are met.

SAFEGUARDING CHILDREN AND ADULTS AT RISK:

The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

When considering the duties of this role as part of the most recent Job Evaluation (JE), a decision was reached using the [government DBS Tool](#) that this role is required to hold a Basic DBS level check. The basis on which this form of DBS is renewed is explained further within our DBS policy.

MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter

PERSON SPECIFICATION

Development Management Manager



	ESSENTIAL	DESIRABLE
Qualifications and Experience:	• Degree or Diploma in Town & Country Planning or a related discipline • Chartered Membership of the Royal Town Planning Institute or eligible for Chartered Membership • Substantial experience in Development Management • Legal/Procedural skills relevant to the post • Experience of leading a planning team • Track record in forming working relationships with Elected Members and Town/Parish Councils	• Knowledge of Performance Management theory and practice. • Management qualification
Knowledge and Expertise:	• Extensive knowledge of Town and Country Planning Legislation, procedures, practice and precedents. • A comprehensive understanding of the theory and practice of Development Management. • Understanding of affordable housing delivery. • Political awareness	
Skills:	• Advanced negotiating skills • Advanced communication, interpersonal, diplomacy, negotiation, presentation and report writing skills • Ability to balance quantity and quality of work • Capable of working under pressure and achieving deadlines • Computer literate • Leading and managing a team	

	ESSENTIAL	DESIRABLE
	• Project management and development and skills • Ability to deliver projects within budget and to meet deadlines • High level of attention to detail • Ability to identify key points in written documents • Ability to plan own work, manage time and prioritise • Able to communicate effectively with people that are internal/external to the Council • Good written skills with the ability to tailor reports to the audience • Strong organisational and admin skills • Ability to chair meetings • Effective public speaking	
Personal Attributes:	• Accuracy, reliability and patience • Customer focus. • Committed to equality of opportunity and understanding of diversity issues • To have an awareness of Health & Safety • To have an awareness of Risk Management • Professional, friendly and approachable manner • Be flexible and open to change • A good team player who can get on with tasks and achieve results • Ability to work alone and take initiative with limited supervision • Ability to work effectively with a groups and partners • Ability to establish and maintain strong and sustainable professional	• Personality and assurance to deal with difficult situations • Adaptability, professional agility and flexibility.

	ESSENTIAL	DESIRABLE
	relationships with colleagues, partners and stakeholders • Excellent communication skills both orally and in writing coupled with good listening skills • Able to manage own workload and establish effective priorities • Self-motivated and enthusiastic • Commitment to equality of opportunity	
Special Requirements:	• Full valid driving licence • Be able to travel extensively around the Mid Devon area. • Flexible – able undertake evening and weekend working, where necessary	

Date: July 2026