

JOB DESCRIPTION

POST TITLE:	FORWARD PLANNING TEAM LEADER
POST NUMBER:	PF01
GRADE:	11
RESPONSIBLE TO:	FORWARD PLANNING & CONSERVATION MANAGER
RESPONSIBLE FOR:	Principal Forward Planning Officer, Assistant Forward Planning Officer, Monitoring & Information Officer, & Draughtsperson
LIAISON WITH:	Other Officers, Elected Members, the Public, Technical & Professional Consultees, Consultants, Statutory Agencies, Parish and Town Councils, Landowners & Their Agents, Developers, The Government Office and Government Planning Inspectors.

KEY CORPORATE ACCOUNTABILITIES:

To participate in the corporate performance group to deliver pledges, in particular the development of retail floor space, employment land & town centre success.

Ensure that the LDF informs and aligns with Mid Devon's community plan and the corporate plan.

Planning policies for affordable housing, economic development and town centres to deliver corporate plan pledges

KEY SERVICE ACCOUNTABILITIES:

1. To programme, prepare, manage and supervise the Local Development Framework (LDF) or its successors, comprising:
 - The Local Development Scheme (LDS) to timetable the preparation of the LDF and to monitor and review.
 - The Statement of Community Involvement, including ensuring that LDF documents comply with this.
 - The Core Strategy to set out the district's spatial strategy, key strategic policies and the scale and distribution of development.
 - Development Plan Documents to allocate land for development in the District for the longer term.
 - Development Management Document to provide spatial policies for considering all proposals subject to planning applications.
 - Topic specific Supplementary Planning Documents to expand upon the policies of the LDF or saved Local Plan.
 - To prepare Sustainability Appraisals/Strategic Environmental Assessments to support the documents that comprise the LDF.

2. Attend exhibitions, Parish and Town Council meetings, and meetings with other organisations to explain the Council's proposals.
3. Prepare evidence for and defend the Council's position at Examinations of the Local Development Framework and represent the Council by attending Examinations into regional and strategic plans.
4. To prepare briefs and commission consultants to prepare the evidence base to support the LDF, where this is of a specialist nature using the principles of best value.
5. Ensure that the LDF informs and aligns with Devon's and Mid Devon's Community Plan and the Corporate Plan.
6. Provide planning policy advice to other officers, Members, external organisations, developers, landowners and the public.
7. Lead on the Council's involvement with and response to the Regional Spatial Strategy, strategic planning matters and other Authorities' plans.
8. Responsible for ensuring the Annual Monitoring Report is prepared and updated on timetable.
9. Input into the Council's Corporate Plan pledges where these relate to the LDF.
10. Preparing information for setting the budget for the preparation and progression of the LDF for the period set out in the LDS, monitoring the budget and authorising expenditure.

OTHER DUTIES: In order to deliver services effectively, a degree of flexibility is needed and the postholder 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.

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.

DATA PROTECTION: It is the responsibility of the Postholder to ensure the section's compliance with the requirements of the Data Protection legislation.

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.

Date: March 2010

REQUIRED COMPETENCY LEVEL

COMPETENCY	LEVEL REQUIRED
Communication	4
Leading and Developing	3
Service Delivery	3
Working with Others	3

For further information, please refer to the information attached to the recruitment pack on core competencies.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications and Experience:	- Chartered Town Planner (Member of The Royal Town Planning Institute) - Substantial experience in Forward Planning - Experience of Development Plan or Local Development Framework preparation - Experience in a supervisory role	- Experience of Corporate Planning and Council priorities - Experience of Development Plan Examinations
Knowledge and Expertise:	- Knowledge of Town and Country Planning Legislation, specifically the 2004 Planning & Compulsory Purchase Act and the related procedures, practice and precedents. - Detailed knowledge of Government Planning Policy Statements	- Knowledge of regional and strategic planning - Preparation of Sustainability Appraisals/Strategic Environmental Assessment
Skills:	- Computer literate with experience of Microsoft Office package - Excellent communication, presentation, negotiating and interpersonal skills - Ability to analyse a range of complex information and provide clear planning policy and proposals for the long term	- Ability to develop and modify Microsoft Access databases - Project management - Experience of budget setting and monitoring
Personal Attributes:	- Accuracy, reliability and patience - Customer Focus - Capable of working to competing deadlines, focussing on tasks, achieving timetables, and making decisions - Committed to equality of opportunity and understanding of diversity issues - Ability to work as part of a team	Personality and assurance to deal with difficult situations
Special Requirements:	Some flexibility to working hours with some evening and occasional weekend working	

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