

Job Description

Section A: Job Profile

Job Details

Job Title:	Planning Applications Team Leader
Salary:	
Grade:	Grade 14
Hours:	37 per week. We are open to discussions about flexible working.
Team:	Planning and Development
Service Area:	Planning, Environment and Climate Change
Primary Location:	County Hall, Oxford OX1 1ND. Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process
Budget responsibility:	None
Responsible to:	Planning Development Manager
Responsible for:	Senior Planning, Planning, and apprentice Planning Officers
Political Restricted Post:	Not a restricted post

Job Purpose

The purpose of this job is to oversee and lead a team of professionals to deliver the council's statutory planning applications service. Working with the Planning Development Manager, the role will ensure the council delivers a high-quality development management service in terms of speed and quality of decision making and meeting customer expectations. The role will liaise with other professionals across Environment and Place to deliver an effective planning applications service.

As Planning Applications Team Leader, the post holder will be accountable for the following activities:-

- Managing a team of professionals to deliver the planning statutory applications service, including processing applications and appeals, providing pre-application advice and overseeing Planning Committee.
- Managing the day-to-day applications process, including ensuring national performance targets are met.
- Support the delivery of the Service Plan.
- Working with the Planning Development Manager to identify and evaluate the opportunities for income generation aimed at improving services and delivering new revenue streams, particularly with pre-application advice, monitoring fees and planning support to the capital programme.
- Supporting and enabling colleagues to embed systems to achieve continuous improvement, establishing challenging performance goals and reporting progress.

To work with our Residents, Staff, Members, Partners and Suppliers to ensure the delivery of required outcomes, in a consistent way, using the right skills and the most appropriate delivery methods.

To drive continuous improvement so we can be even more ambitious for our organisation and communities in the future.

To support our Organisation, People and Partners to look forward, using analysis and evidence to inform plans, manage risks appropriately and apply insight to ensure the delivery of effective services for our local people.

To learn and adapt to deliver positive outcomes in efficient and consistent ways, constructively challenging how services are provided and working together to build on our strengths.

The postholder will be expected to act as a senior advisor to the Head of Service, providing detailed information on operational planning issues, service delivery and management of staff to enable effective service planning and decision-making.

The role will require working with members of the Senior Leadership Team, other Senior Officers, Members, Suppliers, Communities and other Partners, therefore being able to build working relationships and effectively communicate complex, professional advice is vital.

Job Responsibilities

Function Leadership

- To ensure the council meets Government performance requirements for the discharge of statutory planning functions.
- To lead, inspire and motivate the direct team, through the efficient and effective management of services, staff and resources.
- Work with the Planning Development Manager to organise and delegate / allocate workloads and resources within the direct team.
- Identifying new opportunities for income generation, including reviewing the pre-application charging schedule, delivering services to other authorities/partner organisations and maximising monitoring income.
- Work with the Planning Development Manager to develop a workforce plan within the team, ensuring that there is sufficient resource and managing any recruitment within the team
- Undertake any HR processes within the team, including onboarding and induction, one to one/12.3.2 meetings, and investigations.

- Create a clear sense of ambition, performance and ownership of objectives through the effective use of performance management processes ensuring delivery of required service standards.
- Embed a culture of continuous improvement, building skills and knowledge amongst staff across the Applications team. This may include the delivery of training to the team or colleagues.

Strategy and Decision Making

- To ensure the delivery of the aims and ambitions of the Council, as set by the Council's Leadership Team, specifically relating to development management.
- To work closely with colleagues across the Directorate to embed more efficient and effective business processes, enabling the achievement of financial targets and savings.
- To work with all colleagues to achieve the planned transformation goals of the service and ensure the achievement of continuous improvement of performance standards and community outcomes.

Relationships and Stakeholder Management

- To build and promote relationships across the Directorate and other Partners while delivering effective and consistent services, which represent value for money.
- Engage with staff and stakeholders to shape and agree priorities and objectives in line with the service plan and relevant corporate policies and external legislation.
- Representing the Council in court proceedings, including judicial review, and planning inquiries/Planning Committee.
- To contribute to the development of advice, written reports and briefings relating to development management activity to Members, both Council's Leadership Team, Programme Boards, Committees, MPs, and other stakeholders as required.

Technical / Professional

- Exercising authority delegated by Members to take decisions on development management matters.
- Oversee the team to process planning applications, including major and minor applications, minerals and waste applications, county matters, minor and non-material amendments and other associated applications.
- Manage a small case load where required to process complex planning applications and related matters.
- Providing pre-application advice including liaising with developers and other applicants
- Ensuring site visits and relevant consultations are undertaken.
- Assessment of a range of technical information including Environmental Impact Assessments and Habitat Regulation Assessments.
- Liaising with other technical specialists, including archaeology, flooding/drainage, landscape, highways, biodiversity and trees.
- Overseeing and participating in engagement with communities and other stakeholders.
- Advising District/City Councils' internal colleagues on county planning issues.
- Act as an escalation point in relation to complex/controversial planning issues.
- Where necessary prepare written statements and proofs of evidence for appeals and give evidence at planning hearings and public inquiries.
- Write reports and present to the council's Planning and Regulation Committee.
- Ensure an up to date familiarity and understanding of the legislative basis and practice of planning law.

Any other duties as may be deemed necessary to carry out the full remit of the role.

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

Essential Criteria	Assessed By:
Educated to degree level or substantial equivalent experience	A
Member or eligible for membership of the Royal Town Planning Institute	A
Substantial knowledge and experience of development management process and procedures including appeals, including up to date knowledge of planning law and practice	A/I
Substantial experience of direct line management or supervision of staff to deliver a planning applications service in line with achieve performance standards and statutory timeframes	A/I
Ability to use own judgment in a range of situations, dealing with complex case issues and sensitive situations	A / I
Excellent communication, presentation and negotiation skills, with the ability to prepare clear and concise reports	A / I
Understanding and experience using data, insight and performance measures to assess the impact of services and inform decisions and service planning to improve outcomes.	A / I
Proficient in MS Office skills (Word, Outlook, Excel etc.)	I
Desirable Criteria	Assessed By:
Management qualification (NVQ Level 3 or equivalent)	A / I
Understanding the need to comply with the Council's constitution, including its contract and financial procedures and regulations	A / I

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/>	Restricted postural change – prolonged sitting

<input type="checkbox"/>	Lone working on a regular basis	<input checked="" type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

October 2023