



GOSPORT
Borough Council



EMPLOYER RECOGNITION SCHEME

SILVER AWARD WINNER 2019
PROUDLY SUPPORTING THOSE WHO SERVE.

GOSPORT BOROUGH COUNCIL

PLANNING AND REGENERATION – GREAT OPPORTUNITY

Gosport is an urban authority on the south coast. The role is based in Gosport Town Hall, with our offices overlooking Portsmouth Harbour and the Solent, five minutes' walk from the Gosport Ferry linking to Portsmouth Harbour Railway station with its direct rail links to other cities including London.

The Borough is an excellent place to live and work with unique and extensive military heritage. Gosport also benefits from 25 miles of coastline, including beaches at Stokes Bay and Lee-on-the-Solent. We have ambitious plans to develop and regenerate the Borough including its waterfront and town centre. With an Enterprise Zone and a number of historic and other sites coming forward for development it's an exciting time to join our team. The Borough has also been designated as a Heritage Action Zone by Historic England which is a five year programme to help deliver a number of heritage related regeneration projects.

PRINCIPAL DEVELOPMENT MANAGEMENT OFFICER (PED15)

£42,683 - £45,591

The Planning and Regeneration Service is committed to providing a high quality service for the benefit of all our stakeholders so that we can make a real and positive difference. We are looking for an enthusiastic and able development management planner who is a good team member as well as being self-motivated and able to demonstrate initiative and leadership. The postholder will need to be able to deal with planning applications relating to complex development sites as well as assisting the Development Manager in overseeing the workload of the Development Management team on a day to day basis.

You should hold a post-graduate degree in Town and Country Planning or an equivalent and be a member, or eligible for membership, of the Royal Town Planning Institute. You will need to have a thorough understanding of a range of planning issues relevant to an urban authority and have excellent written and verbal skills to be able to communicate effectively with a range of audiences.

You will enjoy the benefit of excellent terms and conditions, including flexible working hours, and a friendly and supportive team. If you have any questions or would like an informal discussion about the role, please call Simon Barnett, Development Manager on 023 9254 5645.

**Closing date for receipt of completed applications – 5pm Monday, 16 December 2019.
Interviews will be held w/c 6 January 2020.**

How to apply?

There are 3 ways to apply:

- By post or email – use the How to apply documents below
- Online – apply using our online form.

Please see attached documents at the bottom of the Job page and ensure you read and follow the guidance so you fully demonstrate how you meet the points on the Person Specification. **PLEASE DO NOT JUST SUBMIT A CV.**

All applicants will be advised after the closing date, once shortlisting has taken place.





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The Council is committed to equal opportunities for all.

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PLANNING AND REGENERATION

DEVELOPMENT MANAGEMENT SECTION

JOB DESCRIPTION

POST TITLE:	Principal Development Management Officer
POST NUMBER:	PED 15
GRADE:	Grade 10
LOCATION:	Town Hall, High Street, Gosport
RESPONSIBLE TO:	Development Manager
RESPONSIBLE FOR:	Assisting the Development Manager in overseeing the workload of the Development Management team on a day to day basis and developing the service and handling a varied caseload of more complex planning applications, enquiries and enforcement matters.
PURPOSE OF THE JOB:	The processing of the full range of planning applications and dealing with general and pre-application enquiries and planning appeals, overseeing the day to day operation of the enforcement function and assisting the Development Manager in the management and development of the Section and the provision of an efficient Development Management service.
HOURS OF WORK:	37 hour week, Monday to Friday, in accordance with the Council's flexi-time system. You may be required to work outside normal office hours from time to time.
SPECIAL CONDITIONS	The postholder is a nominated casual user for car allowance purposes, whilst the duties and responsibilities of the post justify this and must hold a full current driving licence and have a vehicle available.
PRINCIPAL ACTIVITIES:	KEY TASKS
A. <u>Managerial</u>	
Staff Development & Management	To assist the Development Manager in managing the staff and work of the Development Management Section.





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To instruct and develop junior staff in Development Management matters as required on a day to day basis.

To assist the Development Manager in the ongoing development and improvement of the Service.

To deputise when required or in the absence of or as directed by the Development Manager including the signing off of delegated and Regulatory Board decisions and the management of the Business Support Team, Land Charges function and representing the section at any internal or external meetings or activities.

B. Professional

Planning and related applications

To process the most complex planning and other applications, notifications and consultations and oversee the implementation of development works.

To prepare written reports for inclusion into Regulatory Board and other such Board Agendas.

To attend and present applications and other such items to the Regulatory Board or other such relevant Board.

To deal with most complex enquiries and pre-application enquiries from the public and developers.

To prepare agendas for the Regulatory Board in the absence of or as directed by the Development Manager.

To allocate planning and related applications to individual case officers in the absence of or as directed by the Development Manager.

To be responsible for signing off minor and householder planning and related applications.

Planning appeals

To represent the Council at Public and Local Inquiries and Hearings as necessary.

To prepare appeal statements and proofs of evidence.

Enforcement

To investigate breaches of planning control in relation to personal caseload

To assist in the preparation of Notices as required.

To oversee the day to day operation of the enforcement work of the team.

Liaison and Consultation

To liaise as necessary with Members, the Public, other Council departments, other District Councils, the County Council, Government Departments and Non-Government Agencies.





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To liaise and negotiate with developers in regard to planning obligations and development briefs and the implementation of development projects.

Planning Policy

To assist as required in the formulation and review of planning policy in conjunction with the Planning Policy Section.

Administration & Registration

To register and assist in registering planning applications and decisions.

Assist in the monitoring of the performance of the Section and the provision of statistical returns to DCLG.

To assist with the review and implementation of new and existing working procedures.

To assist with Land Charge, Section 106 and CIL related enquiries.

Technical Support

To use PC based word processing and GIS software

To use PC based development management systems (Idox Uniform, DMS and Exacom) and to input and extract information and oversee system changes to facilitate service improvements.

Professional Awareness

To provide a good level of customer care to all stakeholders of the Section.

Health & Safety / Equal Opportunities / Safeguarding

To act in accordance with, and ensure that service delivery complies with, current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on equalities, health and safety and safeguarding children/vulnerable adults).

The particular duties and responsibilities attached to posts are of necessity in many cases difficult to define precisely and, as such, may vary from time to time without changing the general character of the duties or the level of responsibility of the post.





**GOSPORT BOROUGH COUNCIL
PERSON SPECIFICATION
PRINCIPAL DEVELOPMENT MANAGEMENT OFFICER**

	ESSENTIAL	DESIRABLE	HOW ASSESSED
ATTAINMENT, KNOWLEDGE & QUALIFICATIONS	<p>Undergraduate degree in a relevant subject and at least five years professional development management experience</p> <p>Eligibility for membership of RTPI</p> <p>Sound knowledge of current planning and enforcement issues, law and procedures and ability to relate them to development in Gosport</p> <p>Understanding of political processes within Local Government</p> <p>Understanding of the wider issues affecting Development Management.</p> <p>Full, current driving licence with vehicle available.</p> <p>Knowledge of corporate policies and procedures.</p>	<p>Post Graduate Degree in Town Planning and at least five years professional development management experience</p> <p>Membership of RTPI</p>	<p>Certificates Application Form Interview, References</p>
EXPERIENCE & CAPABILITIES	<p>Able to apply sound working knowledge of planning legislation, policies and procedures when dealing with the full range of planning enquiries and applications and</p>		<p>Application Form Interview, including test References</p>





	<p>associated work and weighing up competing considerations and making recommendations on all types of applications and enquiries, including those involving complex heritage and viability issues.</p> <p>Able to deal with a varied caseload of enforcement related enquiries and investigations and oversee the day to day running of the planning enforcement function</p> <p>Leadership ability to guide and assist junior staff on a day to day basis and assist with the development of new/amended working practices</p> <p>Supervisory experience</p> <p>Experience of presenting planning applications to relevant Boards</p> <p>Presentation skills</p> <p>Computer literate with experience of using a computerised planning system and Document Management System</p> <p>Able to write reports and letters tailored to fit individual circumstances</p> <p>Excellent communication skills, both oral and written.</p>	<p>Management experience</p> <p>Experience of using Uniform and IDOX DMS</p> <p>Experience of preparing policy and related documents</p>	
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	<p>Good customer care skills and ability to form and maintain positive relationships with all colleagues and stakeholders of the Development Management service</p> <p>Experience of working in a challenging customer environment</p> <p>Ability to work with Elected Members</p> <p>Strong negotiating skills</p> <p>Ability to deal with complicated and sensitive information with skills to persuade others to adopt a particular course of action</p> <p>Effective team player but equally able to work on own initiative and respond independently to an unanticipated range of problems with occasional access to manager for serious problems</p> <p>Able to prioritise and balance competing priorities effectively</p>	<p>Experience of working with Elected Members</p>	
<p>CHARACTER & DISPOSITION</p>	<p>Customer focussed</p> <p>Willing, self-motivated and adaptable</p> <p>Confident and assertive when required</p>		<p>Application form Interview References</p>