



Career Grade Planning Development Officer/ Planning Development Team Leader

Melton is an ambitious local authority. We are committed to the development of our colleagues and work hard to create a working environment which allows people to grow and develop their career.

You'll be joining an enthusiastic, driven and expanding planning and regeneration team who want the best planners to achieve their exciting vision for the borough of Melton.

The career grade for the role is based upon achievement which is work based and work relevant, and qualifications, to create a programme that is flexible and broad in both content and delivery.

Melton Borough Council will support you in the career grade by:

- Providing a programme of training within the workplace to support the achievement of qualifications/RTPI membership
- Allow time to attend training where appropriate
- Encourage further development.
- Paying the appropriate wage along with other great benefits
- Offer you flexible working opportunities to support your work life balance

Career grade bandings

Band 7 to Band 11 (£29,064 to £46,142)

Band 11 to Band 12 (£42,839 to £50,269)

Salary based on rates from 1 April 2025. Pay award effective 1 April 2026 is still pending.

Progression through the grade will be dependent on satisfactory performance against all criteria, and the availability of work at the appropriate level. Satisfactory performance will be based on feedback from one to ones with manager, measured using the following criteria:

- Standard of work
- Attendance
- Motivation
- Development
- Attainment of objectives/goals

This list is not exhaustive and additional criteria may be considered relevant by the line manager.

Qualification and Experience

Band 7 (minimum point £29,064)

Qualification to GCSE Maths and English (Level 4-9) standard (and commitment to supported professional training)

Band 8 and above (minimum point £32,061)

Planning Related Degree or equivalent experience working in a Local Planning Authority Development Management Department (minimum 3 years)

Band 9 and above (minimum point £35,412)

Post qualification experience of a minimum of 2 years or

5 years extended experience working in a Local Planning Authority Department AND subject to meeting relevant competencies.

Band 10 and above (minimum point £39,152)

Holding, or working towards, a post graduate qualification recognised by the Royal Town Planning Institute.

Planning Development Leader

Band 11 and above (minimum point £42,839)

- Full member of the Royal Town Planning Institute
- Working towards Minimum ILM Level 4 Management qualifications and 2 years experience working in Development Management

Band 12 and above (minimum point £47,181)

Hold Minimum ILM Level 4 Management qualification or extended Line Management experience working with Development Management for a minimum of five years.

Competencies

Band 8 and above

- Production of committee reports and complex correspondence
- Production of evidence for hearings/examinations/inquiries
- Taking a lead role in meetings (internal & external)

Band 9 and above

- Presenting evidence for hearings/examinations/inquiries
- Negotiation and mediation to unlock and resolve proposed development and policy issues
- Consistently completing workload with minimal supervision and support
- Presentations to external organisations and formal meetings
- To assist in the mentoring and development of junior members of the team
- Be proactive in delivering service improvements based on customer feedback

Band 10 and above

- Preparation of responses to complaints/investigations/examinations
- Providing advice directly to Council's decision makers
- Participation in service or organisational development initiatives
- Presentation of planning processes, individual applications or policy proposals at outside organisations such as Parish Councils

Planning Development Leader

Band 11 and above

- Presentation of evidence at public inquiry or other similar public event
- Direct Line Management of Planning Development Officers and detailed career graded development of individual officers

Band 12 and above

- Formal professional assessment of direct reports through annual appraisals.
- Deputation for Planning Development Manager at County Level discussion forums and appropriate meetings.