



## Job description

<b>Job title:</b>	Planning Development Team Leader
<b>Post No:</b>	041 REG
<b>Grade:</b>	Band 11 to 12 Career Graded
<b>Directorate:</b>	Place and Prosperity
<b>Reports to:</b>	Planning Development Manager

### Purpose of the job

To lead on major, large scale and complex planning applications ensuring high quality, timely and proportionate decision making within the councils modernised approach to Development Control

To act as the lead planning professional providing specialist advice and contributing to a culture that values clarity, autonomy and continuous improvement. Providing support to the team through mentoring and development opportunities as well as working collaboratively with applicants, Members and other stakeholders to deliver sustainable growth for the borough.

### Main areas of responsibility

#### Case work and decision making

- Lead on the assessment and determination of major applications, larger sites, and complex proposals from pre-application stage through to decision.
- Provide robust professional judgement, proportionate analysis and clear recommendations.
- Prepare and present reports to Planning Committee, Public Inquiries or Local Plan and Neighbourhood examinations as required.
- Lead negotiations to secure high-quality, deliverable outcomes that reflect local priorities and national policy.

#### Stakeholder engagement

- Act as primary contact for applicants, agents and developers, providing clear and constructive guidance.
- Liaise with statutory consultees, internal services and external partners

to resolve issues effectively.

- Build positive working relationships with Members, supporting them to understand professional advice and planning considerations.

### **Service leadership and improvement**

- Support the Planning Development Manager in shaping service improvement, new ways of working, and streamlined processes.
- Provide coaching and support to planning officers, encouraging professional growth and consistent standards.
- Promote a culture of accountability, problem-solving and collaborative working.
- Contribute to policy input, service initiatives and project work as required.

### **Quality, standards and compliance**

- Ensure decisions and recommendations comply with legislation, policy and best practice.
- Maintain accurate, timely records within the case management system.
- Champion proportionate, outcome-focused working that reduces friction and supports sustainable development.

### **Corporate responsibilities**

- Promote the vision, values and reputation of Melton Borough Council.
- Support equality, diversity and inclusion in all aspects of the service.
- Ensure compliance with GDPR, Health & Safety and safeguarding responsibilities.
- Contribute to cross-Council projects and collaborative working.

### **Values**

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; putting customers first and learning from feedback.
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

### **Health and Safety**

To take reasonable care for the health, safety and well-being of yourself and others who may be effected by acts or omissions at work.

### **Equality**

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are

accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.

The post holder will be required to attend evening meetings as required

## Person specification

### **Experience – Essential to the role**

Detailed experience of:

- Managing a caseload of planning applications including complex proposals
- Negotiating with applicants, agents and consultees to achieve positive outcomes
- Preparing high quality written reports and presenting at committee or public meetings
- Resolving competing priorities with sound judgment

### **Experience – which is desirable**

- Working within a local authority planning environment or private practice dealing with complex schemes
- Mentoring and developing junior colleagues

### **Knowledge and skills – Essential to the role**

- Strong understanding of planning legislation, national policy and material considerations.
- Excellent analytical, problem-solving and negotiation skills.
- Ability to communicate clearly with wide-ranging audiences, including Members, applicants and residents.
- Ability to balance pace, quality and proportionality in decision-making.
- Ability to work independently with autonomy while contributing to a wider team.

### **Knowledge and skills – Which are desirable:**

- Understanding of rural planning issues and growth challenges.
- Knowledge of best practice in streamlined and modern Development Management processes.

### **Personal attributes**

- Professional, confident and resilient, with a constructive approach to challenge.
- Motivated by outcomes, not bureaucracy.
- Collaborative and open to new ways of working.
- Adaptable, solutions-focused and comfortable exercising judgement.
- Committed to delivering high-quality place-making and sustainable growth.

**Qualifications and professional requirements - Essential to the role:**

- Degree or equivalent experience in Town and Country Planning or related discipline
- Demonstratable experience of handling major or complex planning applications
- RTPI membership or working towards it
- Evidence of continuing professional development

The postholder will require a full driving licence or have the ability to travel around the borough