

## Job Profile

Position Details	
Post	Team Manager
Service Area	Regeneration, Planning and Development
Reports to	Head of Development Management
Grade	<b>PO8</b>
Job Family	To be completed by HR

Role Purpose
<ol style="list-style-type: none"> <li>1. Leadership of a Development Management team providing a range of professional development management or major projects based services for a designated area (or programme) within the Borough of Haringey.</li> <li>2. The post holder will be responsible for overseeing the delivery of all related services, including pre-application, validation/registration, determination and the determination of planning applications and appeals and the enforcement of planning and related regulations.</li> <li>3. The post holder will expect to make delegated planning decisions in line with the Council constitution and standing orders and act as lead officer in a series of complex development proposals or programmes.</li> <li>4. In line with the service's commitment to excellence in service delivery, customer fulfilment and performance management, the post holder is expected to play a key role in the conception, development, implementation and management of the services performance. This will include responsibility for reporting and presentation of the service performance at public meetings and with officers and members.</li> <li>5. Responsibility for the recruitment, development and progression of staff within the area team, including all appraisals and management support to a team of planning professionals, in line with the Council workforce strategy and emergent proposals for the Haringey Academy.</li> </ol>

Main Responsibilities
<ol style="list-style-type: none"> <li>1. Manage and take day to day responsibility for the outcomes and performance of a team of professional and technical officers in the effective and efficient processing of a range of planning applications and appeals and take responsibility for the review and determination (in line with the scheme of delegation) of applications in accordance with the Council's constitution and in accordance with agreed performance and outcome targets - from initial referral through to final decision and appeal, including the production of reports and appeal statements.</li> <li>2. Maintain records, monitor, review and report upon progress in line with the agreed Performance Indicators (PIs) of the Regeneration, Planning and Development Directorate.</li> </ol>

<p>3. Take responsibility for the effective and active management and reporting of a number of complex planning projects and the team's caseload of applications involving multiple stakeholders, and funding streams effectively dealing with competing priorities.</p> <p>4. Take responsibility for the preparation and supervision of the production of Planning and related committee agendas including the preparation and publication of high quality reports and briefings, communicating complex issues on planning and related performance matters clearly and succinctly.</p> <p>5. Ensure the effective investigation of complaints and allegations of unauthorised developments, including visits to and interviews with members of the public and take decisions and make recommendations as appropriate in accordance with the Council delegations and constitution.</p> <p>6. Develop and lead on community engagement to support the outcomes of the teams activities, including designing, leading and taking responsibility for community and member engagement activities during and outside of office hours.</p> <p>7. Support the effective development, promotion and implementation of the Haringey Design Charter, and associated initiatives that support the promotion of high quality design across the Borough.</p> <p>8. Present at Committee meetings and other high level public meetings and Act as the Council expert witness in support of planning arguments to support all planning and related appeals, prosecutions and proceedings in the Court in respect of planning and related provisions (including action to support CPO).</p> <p>9. Develop and lead the implementation and delivery of Council transformation programmes, alongside the corporate plan commitment to ensuring efficient, cost effective service delivery and continuous improvement.</p> <p>10. Take responsibility for the effective operation and delivery of the workforce strategy within the team, including ensuring that staff appraisals and career planning are undertaken regularly, in line with the strategy.</p> <p>11. Lead the provision, management and monitoring of responsive, high quality charged pre-application advisory services to support corporate objectives for early intervention, value added advice services to support with the achievement of budget income targets.</p> <p>12. Support the Assistant Director – Planning and the Head of Development Management and other Managers in the delivery of a prompt and effective response in relation to the Council's Public Complaints procedure, Members, MPs' and all other.</p> <p>13. Take responsibility for the effective implementation of the Council Smart working project across the service and support the delivery of the Council people strategy; including taking responsibility for own career and personal development.</p> <p>14. Carry out other duties within the competence of the postholder as may be reasonably required from time to time.</p>
--

Generic Responsibilities
<p>1. Contribute to the aims and objectives of delivering sustainable development within Haringey as defined by the Council or national planning policy.</p>

2. Consult, engage and advise customers, communities, colleagues, elected Members and other interested parties as required by legislation, Council policy and professional good practice and ensure effective and high quality responses to all enquiries and comments (including corporate complaints).
3. Engage with and support the Planning Services with the effective delivery against the agreed performance management framework for the service and Corporate Plan.
4. With supervision, manage a number of complex projects involving multiple stakeholders, and funding streams effectively dealing with competing priorities.
5. Prepare professional reports, recommendations and briefings with limited supervision, communicating complex issues clearly and succinctly.
6. Support the Team to meet/exceed defined financial and performance objectives for the team and Service and to support and participate in the delivery of initiatives to improve the quality and performance of the Planning Service.
7. Prepare for and present at Committee meetings and other public meetings.
8. Commit to the development of professional and technical competencies associated with the post holder activities in line with the Council Workforce Strategy
9. Carry out other duties within the competence of the post holder as may be reasonably required from time to time.

Education / Qualification / Experience	E (essential) D (desirable)	A (application) I (interview) T (test)
Degree in planning, transport planning, urban design, conservation/heritage management, regeneration or a related discipline and substantial relevant experience in one of the specialist areas of this service or in a related professional discipline	D	A
Eligibility for membership of RTPI or other relevant professional body	D	A
Post-graduate qualification in planning, transport, urban design, architecture, building conservation or a related discipline	D	A

Knowledge, Skills & Abilities	E (essential) D (desirable)	A (application) I (interview) T (test)
Evidence of sound understanding of the regulations and processes of the service and able to demonstrate how they are equipped to succeed in the delivery of one or more of the following service areas: <ul style="list-style-type: none"> <li>• development management</li> <li>• planning policy</li> <li>• urban design</li> <li>• conservation</li> </ul>	E	A / I / T

Knowledge, Skills & Abilities	E (essential) D (desirable)	A (application) I (interview) T (test)
<ul style="list-style-type: none"> <li>planning enforcement</li> <li>developing of funding bids and delivery programmes</li> <li>transport planning</li> </ul>		
Awareness of current issues and a working knowledge of legislation relevant to the team's work to enable provision of high quality advice	E	A / I
Ability to successfully work under pressure and meet deadlines, performance targets and produce a regular consistent output to work	E	A / I
Excellent verbal, written communication and presentation skills	E	A / I / T
Understanding of and ability to deliver high quality service and excellent customer care	E	A / I
Sound understanding of project management tools and techniques and experience of managing projects.	D	A/I
Good numerical and IT skills, including experience in the application of planning related and geographical information systems (GIS) and Microsoft packages	D	A / I / T
Demonstrate an understanding of commercial realities and political awareness	D	A / I
Demonstrate an ability to successfully and proactively engage local communities and other key stakeholders in all aspects of the service	E	A / I
Ability to lead small projects/commissions and negotiate successfully to deliver agreed outcomes	E	A / I
Good analytical and problem solving skills	E	A / I

#### Main Contacts & Other Information

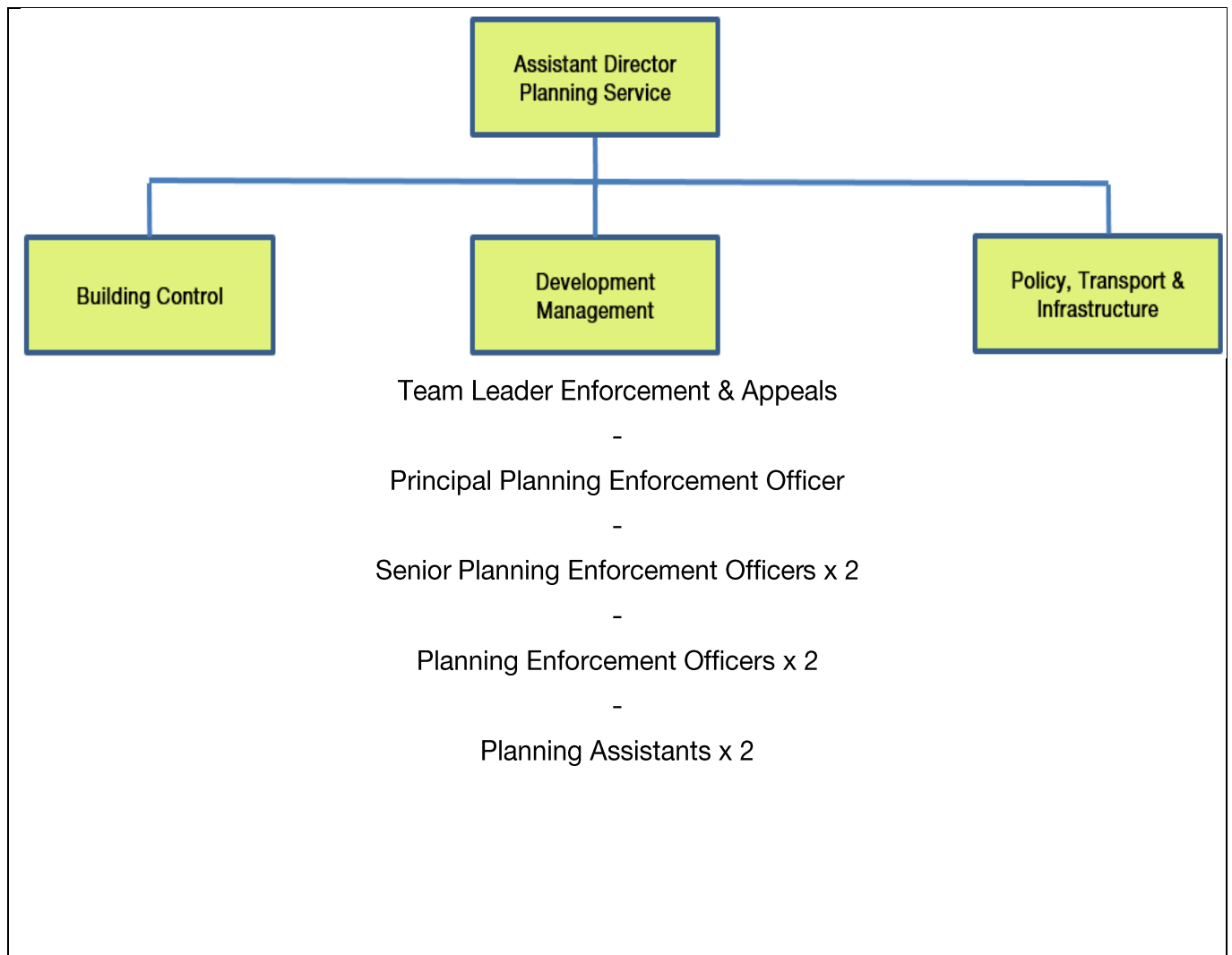
##### Main Contacts:

Head of Development Management & Planning Enforcement

Team Leader – Enforcement and Appeals

#### Organisational Structure

Please provide organisation structure chart.



## Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				NA
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	y	60	Use of a computer.	y	60
Audio typing.	n		Crisis or conflict situations.	y	
Walking more than a mile.	n		Manual handling.	n	
Working alone or in isolation.	y		Working in confined spaces.	n	
Driving a car, van or minibus.	n		Preparing or serving food.	n	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	n		Working in awkward positions, e.g. stooping, bending, reaching.	n	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	n		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	n	
Regular and repetitive movements.	n		Working shifts / unsocial hours, nights.	n	
Outdoor work involving uneven surfaces.	n		Standing or sitting for prolonged periods.	n	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	n		Working at heights / on ladders, roof work.	n	
Teaching, or responsibility for, children.	n		Outdoor work involving extremes of temperature.	n	
Electrical hazards.	n		Control and restraint.	n	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
N/A
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
N/A
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
N/A
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
N/A
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Updating planning database with information on enforcement cases
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
N/A