



Cumberland Council

Post Specification

Date	January 2025
PG Number	8517
Post Title	Planning Team Leader
Job Family	Regulation and Technical
Job Family Role Profile	RT15
Final Grade	Grade 15

To be read in conjunction with the [job family role profile](#)

Service Area description

The Inclusive Growth and Placemaking service focuses on the planning and delivery of places and an economy that can transform the health, well-being and prosperity of our communities. It seeks to achieve this through the creation of a quality built and natural environment, vibrant and accessible places, business growth and inward investment, the delivery of housing and essential infrastructure and the provision of attractive and engaging public facilities.

The Development and Implementation service area seeks to directly support this objective by delivering a high quality and efficient planning service, in supporting the delivery of major projects and in supporting the delivery of major programmes.

Purpose of this post

To provide technical expertise and leadership to manage the planning team within the Development and Implementation service in respect of complex strategic development; operational development and delivery; budgetary control and management; adherence to legislation, statutory duties and all relevant policies and procedures.

To advise the Council on all matters relating to Planning and to take an active role in the development of Council policies and management of corporate initiatives.

To provide a key role in advancing the development opportunities of Cumberland, through the implementation of development management techniques and ensuring that the appropriate planning policies are in place.

To ensure the delivery of efficient high quality planning services.

Key job specific accountabilities

1. To assist the Service Manager with any strategic consultations, developments and reviews as required.
2. To manage the team to ensure a high quality, efficient & customer focused service that is proactive in helping to facilitate the delivery of high-quality sustainable development that contributes to the delivery of the Council's strategies and plans for economic growth and housing delivery with particular focus on development management, planning compliance and project support.
3. To assist in the appropriate budgetary controls are in place to ensure effective and efficiency use of resources, quality controls and reporting procedures/mechanisms.

4. Providing guidance and advice to staff, members, partner agencies and the public in respect of statutory and regulatory functions using a wide range of specialist knowledge.
5. To ensure all financial requirements are complied with.
6. Take a key role in ensuring key development opportunities are identified and supported through the planning process in line with the Councils priorities. This will include those instigated and managed by the council and those which are the aspiration of developers.
7. Assisting in the development and production of the Cumberland Local Plan and associated documents as a key area of Council policy.
8. To develop, manage and maintain excellent working relationships with developers, professional agents, councillors, parish and town councils, service providers, other council officers, community organisations and members of the public and apply the highest levels of customer care towards maintaining those relationships, helping local communities to understand and maximise the benefits of new development and ensure this approach is consistently applied by the team.
9. Keep up to date with all new relevant legislation, government regulations, circulars and guidance and advise relevant parties within the Council of their implications.
10. Line management responsibility for all Planning Officers within the team and the implementation of agreed employment related practices and policies.
11. Responsible for the ongoing improvement of planning services in terms of their efficiency and effectiveness.
12. Prepare reports, presentations and other papers and attend committees, working / task groups and other meetings as required and support in the efficient management of the Council's Planning Committee, including chair and other members' briefings, liaison and specialist member training.
13. Any other work relevant to the planning function as may be reasonably required from time to time.
14. To represent the Council and act as advocate for its objectives in dealings with members and officers of outside agencies at a senior level.
15. On request, act as an 'expert witness' on behalf of the Council in respect of planning activities within the respective local area and maintain up to date knowledge of relevant legislation, regulation, national guidance, standards, and industry practice.
16. To ensure that Council members, members of partner organisations and the general public are able to gain an understanding of the complex issues and specialist information associated with the development of policy and the consideration of planning applications and thus are able to make an informed contribution to decision making.
17. The post holder will be responsible for business continuity for their team/area.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> • Delegated responsibility for revenue budget expenditure up to 5k • To also secure developer funding contributions as part of the development process. • To work within the agreed scheme of delegation to ensure services work within agreed budgets.
Staff Management Responsibilities	<ul style="list-style-type: none"> • Lead and Manage a Team with a number of professional, technical and specialist officers. Ensuring High Performance and effective case management. • Oversee workload allocation. Meet statutory deadlines and maintain quality standards. • Provide line management, supervision, appraisal, mentoring, advice and support to help build expertise • To work closely with colleagues and partners in the public, private and third sector. Hold regular team meetings to keep the team up to date, deal with arising issues and share best practice. • Overall management responsibility for team within Cumberland Council.
Other	<ul style="list-style-type: none"> • To deputise in the absence of the Service Manager • To represent the Council as required • Delivery of statutory and regulated services.

Essential Criteria - Qualifications, knowledge, experience and expertise

- Educated to degree standard in planning or related subject
- Corporate Membership of Royal Town Planning Institute
- Significant experience of effective staff management; monitoring performance and addressing shortfalls.
- Extensive breadth and depth of knowledge regarding planning policy and implementation of a Local Plan
- Demonstratable Substantive experience of performance management and project management techniques
- Track record of successful partnership working
- Demonstratable experience of the Development Management process working with major developers
- Demonstratable experience of working under pressure and producing written reports to a high standard
- Proven ability to represent Cumberland Council in formal and legal setting
- Excellent interpersonal and negotiation skills dealing with a wide variety of people and organisations as partners and stakeholders
- Effective budget management experience, and significant understanding of budget processes, and organisational priorities
- Proven experience of managing teams, with strong leadership and organisational skills.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	<ul style="list-style-type: none">• The ability to deal with stressful or emotive issues and including with members of the public.
Physical Demands	<ul style="list-style-type: none">• Normal office demands (agile working) but there will be a requirement to travel to different operational sites and meetings as required, potentially outside of the Cumberland area
Working Conditions	<ul style="list-style-type: none">• Work will be office based with flexibility surrounding office location and homeworking. Site visits will be required.

Other Factors

- There is a general requirement to manage many different requirements at the same time which calls for high levels of prioritisation, time management and planning skills to ensure that all business needs are met in accordance with agreed timescales and operational service/performance levels.
- There will be periods of work-related pressure from the need to meet tight deadlines and/or respond to conflicting operational and business demands
- The role holder will be expected to have delegated authority to act on behalf of the Senior Manager as and when required, representing them both internally and externally
- Will be required to be involved in challenging negotiations where there is pressure on the role holder to achieve a successful outcome for the organisation.
- Has visibility within the organisation and is expected to be a role model to others within the organisation in terms of required behaviours and approaches
- Will use analytical, judgmental, creative and developmental skills to analyse and interpret very varied and highly complex information or situations and to produce solutions.
- Requirement to keep up to date with professional/legal developments and benchmarking relating to own team/service area including supporting the Senior Manager in shaping and ensuring delivery of any required changes as a result
- This role will require good level of mental agility in order to fully understand the needs of the service and to implement innovation and change.

- The job requires high levels of awareness and prolonged periods of concentration requiring mental attention
- The role holder will be expected to habitually switch between tasks during the course of the working day and it is likely there will be frequent interruptions from other staff, colleagues, internal and external suppliers and stakeholders