



## Cumberland Council

### Post Specification

<b>Date</b>	<b>December 2025</b>
<b>Post Group Number</b>	<b>8873</b>
<b>Post Title</b>	<b>Development Management Team Leader</b>
<b>Job Family</b>	<b>Organisation Support</b>
<b>Job Family Role Profile</b>	<b>OS16</b>
<b>Final Grade</b>	<b>16</b>

To be read in conjunction with the job family role profile

#### Service Area description

The Thriving Place 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.

#### Purpose of this post

To provide technical expertise and leadership to a planning team within the Council's Development and Implementation service.

This includes the consideration of complex strategic development; operational delivery; budgetary control and management; adherence to legislation, statutory duties and all relevant policies and procedures.

#### Key job specific accountabilities

##### Development Management

1. Oversee the processing of planning applications, appeals, enforcement cases, and pre-application advice.
2. Manage and provide leadership on complex, sensitive, or high-profile planning applications and represent the council at planning committees, public inquiries, and hearings.
3. Ensure decisions are legally robust, policy-compliant, and demonstrate sound planning judgement.
4. Any other work relevant to the planning function as may be reasonably required from time to time

##### Team Leadership & Development

5. Lead, inspire, and manage a team of officers, ensuring high performance, accountability, and service excellence.
6. Actively support the professional development of officers through coaching, mentoring, regular one-to-ones, and tailored development plans.

7. Identify training needs and opportunities for continuous learning, including CPD, and exposure to complex casework.
8. Create a supportive environment that encourages innovation, collaboration, and reflective practice.
9. Promote career progression by helping officers build confidence, technical competence, and leadership potential.
10. To support the training of Members of Planning Committee

### **Customer Service & Stakeholder Engagement**

11. Maintain effective communication with applicants, agents, elected members, and public.
12. Provide clear, consistent, and professional advice on planning matters.
13. Coordinate with internal departments and external agencies to facilitate development and resolve issues and improve ways of working
14. Provide 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.

### **Policy & Strategy**

15. Contribute to the development and implementation of planning policies and service improvements and to facilitate changes of process and achieve a consistent approach to Planning across the Cumberland area.
  - Support the delivery of corporate priorities, including housing, regeneration, climate change, and economic growth.
  - Keep up to date with changes in legislation, policy, and best practice and articulate them to Members and the Team in a clear and legible manner.
16. Assisting in the development and production of the Cumberland Local Plan and associated documents as a key area of Council policy.

### **Governance & Compliance**

17. Prepare reports and recommendations for planning committee and senior management.
18. Manage risk and ensure quality assurance across the team's work.
19. To assist in the appropriate budgetary controls are in place to ensure effective and efficiency use of resources, quality controls and reporting procedures/mechanisms.
20. Address complaints in a constructive and timely manner.

**Please note annual targets will be discussed during the appraisal process**

### **Key facts and figures of the post**

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>• Delegated responsibility for revenue budget expenditure</li> <li>• To secure developer funding contributions as part of the development process.</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead a team with a number of professional, technical and specialist officers. Ensuring High Performance and effective case management.</li> <li>• Oversee workload allocation. Meet statutory deadlines and maintain quality standards.</li> <li>• Provide line management, supervision, appraisal, mentoring, advice and support to help build expertise</li> <li>• 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.</li> <li>• Overall management responsibility for team within Cumberland Council.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• To deputise in the absence of the service Managers</li> <li>• To represent the Council as required</li> </ul>

### **Essential Criteria - Qualifications, knowledge, experience and expertise**

- Educated to degree standard in planning or related subject

- Chartered membership of a recognised planning body (e.g., Royal Town Planning Institute (RTPI))
- Significant experience of effective staff management; monitoring performance and addressing shortfalls.
- 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

<b>Emotional Demands</b>	The ability to deal with stressful or emotive issues and including with members of the public.
<b>Physical Demands</b>	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
<b>Working Conditions</b>	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