

Job Description

Job Title	City Centre Team Leader
Directorate	City Development
Service Area	Planning & Building Control
Grade	10
Competency Level	2
Salary	£56,673 - £62,580
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No.	

Job Purpose

To manage and lead a Development Management Major Projects Team including leading mentoring and developing staff> To champion the customer in the service to achieve a modern, customer focussed, business friendly service. Conserve the City's heritage whilst enabling sustainable development across the City with a focus on delivering major planning applications and developments of strategic importance.

Directly Responsible For:

Development Management Team

Directly Responsible To:

Head of Development Management and Major Projects

Main Areas of Responsibility:

- To manage and lead on the statutory Development Management functions in a major projects team, including the process and analysis of applications, preparation of reports and recommendations, exercising the Assistant Director of Planning's delegated powers to determine applications, appeals and liaise in respect of complaints and enforcement
- Ensure that the work of the service is planned, developed and co-ordinated to contribute fully towards the achievement of the City Council's Aims and Objectives and delivering Best Value performance indicators at team level
- Assessing the resources necessary to fulfil the service responsibilities ensuring that these are effectively and efficiently utilised and that professional and technical standards are upheld at team level
- To take a lead role in working on and delivering key corporate projects across the City
- To work proactively with the other Development Management Team Leaders when necessary
- To take the lead in meeting developers to ensure the best possible quality of development in the City
- To represent and deputise at key corporate and external meetings
- To represent the City at meetings, hearings and Public Inquiries
- Active engagement to help drive the delivery of corporate priority projects
- Actively promote best practice to ensure consistency, fairness and transparency at all times
- To take responsibility in providing expert professional presentations at Planning Committee and expert evidence at Public Inquiry

- Ensure that all services are carried out in a timely, accurate and efficient manner, leading to the achievement of the Service targets
- To liaise with other service area team leaders to ensure consistency of approach and the delivery of quality developments
- Plan, develop and implement procedures, systems and equipment to meet continuous improvement objectives and Best Value
- Effectively contribute to the Local Plan process
- Ensure effective communication within the teams and with management and partners
- To operate in accordance with objectives, targets and timescales required undertaking duties in accordance with regard to qualifications and experience.
- Promote and implement business excellence throughout the Service
- Embed the Local Plan's vision and strategic priorities in planning decision making to help maximise development opportunities
- To have a good understanding of contract management
- Contribute to sustainable development in all duties undertaken
- Promotion of the Service by way of presentations, written and visual material and any other appropriate means
- To attend meetings, Committees, presentations, exhibitions etc when required as a representative for the Service
- Use all learning opportunities to develop personal skills necessary to improve effectiveness, efficiency and delivery of service in recognition of the Portfolio's business and service targets

Supervision and Management Responsibility:

- Develop targets, monitor the workload and have responsibility for training and development of staff to meet expected outputs/outcomes to ensure the cost effective discharge of the teams functions

- To nurture talent and create a positive learning and working environment through delegation, mentoring and coaching of staff and through the identification of training and development needs
- Organise, motivate and develop staff within the service, thus maximising their personal development and facilitating the achievement of the individual's targets and the Service's business and service aims and objectives
- To participate in all aspects of training and development of staff, including the maintenance of disciplinary standards, as directed

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- To identify opportunities to increase revenue and/or capital receipts
- Monitor financial performance and deliver within budget

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The post will include sitting for long periods of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally



- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- Ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan. Ensure that the working environment and practices are free from any undue hazards and dangers

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- A recognised qualification or relevant experience in Planning giving RTPI exemption (A/I)

Desirable

- Further qualification or training in management, urban design and other skills allied to Development Management would be an advantage

Experience

Essential

- Extensive experience working in Development Management in an urban area (A/I)
- Dealing with Councillors at Planning Committee and or/ experience of presenting evidence at appeals or in court (A/I)
- Demonstrable experience of project management for major/strategic development proposals, appeals and enforcement (A/I)
- Significant management experience in Planning (A/I)
- Demonstrate experience of creating quality environments in urban areas (A/I)

Desirable

- Experience of training and guiding staff

Skills/Abilities

Essential

- Ability to identify problems, set objectives, initiate action, work to a deadline and monitor results (A/I)
- Ability to communicate effectively both in writing and orally (A/I)
- Excellent communication and presentation skills (A/I)
- Ability to lead and motivate staff (A/I)
- Strong, experienced and confident negotiator (A/I)

Desirable

- Strong leadership skills
- Excellent ICT skills
- Understanding and Knowledge of the Digital Planning agenda

Commitment

Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (A/I)
- Commitment to provide a quality Development Management Service (A/I)
- Commitment to service improvements and providing a first class customer focussed service (A/I)



- A positive pro-active approach to development management in an urban authority (A/I)

Other

Desirable

- Possess a full driving licence