

JOB DESCRIPTION

JOB DETAILS	
Post title:	Team Manager – Strategic Development (Development Management)
Post grade:	I
Post number:	BDDC96
Directorate:	Growth
Section:	Development Management
Reporting to:	Head of Development Management
Line manager:	Head of Development Management
Date updated:	January 2026

MAIN PURPOSE OF JOB
<p>To provide effective operational management and leadership of the Strategic Development Team (SDT), within Development Management.</p> <p>To effectively manage a caseload of complex and high profile major and strategic scale planning applications and appeals on allocated and non-allocated sites across the Borough, including the programme management of Planning Performance Application (PPA) applications, and related work.</p> <p>To take a lead role, with the Head of Development Management, Strategic and Local Plan (SLP) Manager and Director of Garden Communities, to identify the infrastructure requirements arising from major and strategic scale growth and develop strategies for delivery.</p> <p>To support and deputise for the Head of Development Management in the effective leadership and operational management of the Development Management team, delivering a high-performing and customer-focused planning service that ensures compliance and supports the delivery of major and strategic development across the Borough.</p> <p>Provide professional advice at Committees, Planning Appeals and Enforcement cases as required. This includes making delegated decisions, presenting to committees, engaging with Councillors, colleagues and other stakeholders to ensure the right planning outcome.</p>

SPECIFIC DUTIES
<p>A. TEAM MANAGEMENT – ACTIVITY, PERFORMANCE, PEOPLE AND RESOURCES</p> <ol style="list-style-type: none"> 1. Provide leadership to the Strategic Development Team coordinating and leading people to ensure the effective delivery of performance against agreed targets. 2. Provide personal and visible leadership to create a positive environment for people to perform, supporting and encouraging their personal and professional development. 3. Ensure that professional standards and individual performance expectations are met. 4. Help develop and implement innovative systems and processes to improve performance.

B. SPECIFIC TASKS

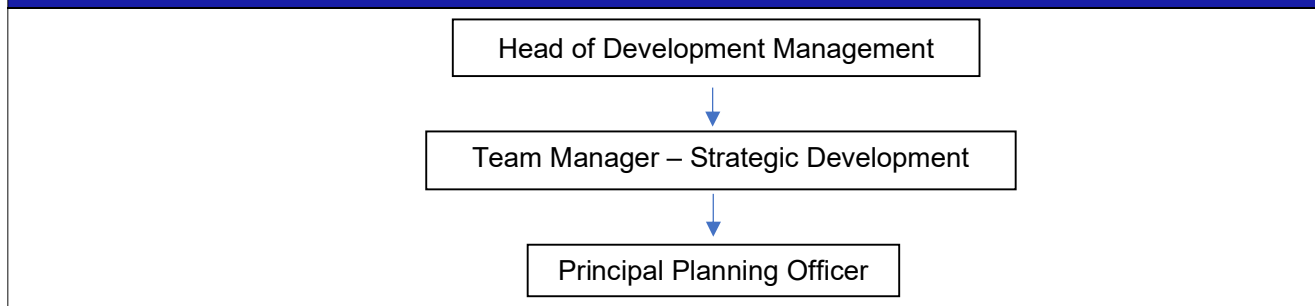
5. To be responsible for the allocation of casework, provision of professional advice and direction and supervision of output in respect of the planning and related applications, appeals and planning enforcement functions for the SDT.
6. To manage complex and high-profile major and strategic scale planning applications and appeals, including applicant negotiations, consultations, drafting reports and making recommendations, and the programme management of PPA applications.
7. To exercise the authority to take decisions in those matters for the time being delegated to the post by the council as local planning authority.
8. To draft and check planning committee reports and attend, present and provide advice to elected members at planning committee meetings .
9. Represent the service at public meetings where appropriate.
10. Provide support and advice to planning and enforcement officers.
11. Oversee planning appeals and produce and give evidence for planning appeals and court proceedings as necessary.
12. Carry out team annual development appraisals, sign off leave/flexi, provide support and management to team members on personnel issues (well-being, health and safety, risk assessment, pastoral matters), liaison with HR on personnel matters, implementation of Occupational Health recommendations in relation to such matters, and implement absence management procedures.
13. Sign off expenses and authority to sign off expenditure/ procurement of services (consultants fees etc.) up to £10K.
14. Routine involvement in recruitment, including short-listing, interviewing, liaising with HR on appointments and organising induction of new officers. Direct involvement in discussions with management team on new team structures.
15. Deal with service complaints.
16. Provide advice and assistance to Elected Members and Parish/Town Councils on a range of planning issues.
17. Contribute to the review of and development of policies, practices and services in accordance with changes in legislation and customer needs. This will include supporting the design and delivery of any consultation and engagement activities for plans, policies and strategies.
18. Be prepared to visit land and sites as appropriate whilst recognising the bi-lateral duty of care applicable to the post holder and the Council and cooperate in all matters relating to Health & Safety.
19. Contribute to the work of and work collaboratively with the Planning Policy, Conservation, Garden Communities and Property teams.

20. Maintain up-to-date knowledge of relevant legislation and project management approaches, keeping abreast of best practice. Attending seminars, conferences and workshops, as required to support Professional Development Plan outcomes and business needs, ensuring key learning points are shared with colleagues.

C. GENERAL

21. Adopt sustainable working practices in terms of the way services are delivered and in respect of the way the council consumes materials and energy.
22. Ensure that services are delivered in compliance with existing and new health and safety legislation and the council's health and safety policy, and ensuring that duties are pursued in a safe manner with due regard to the health and safety of self and others.
23. Adhere to all council policies and ensure all council policies are properly complied with throughout the service team; and ensure the council's responsibilities in relation to safeguarding children/adults are discharged in relation to services managed by the post holder
24. Carry out any other duties which fall within the scope, levels and purpose of this job description.
25. Job descriptions will be subject to review and possible change on an annual basis subject to corporate priorities.

ORGANISATIONAL CHART



KEY WORKING RELATIONSHIPS

- Internal service areas
- Planning applicants and Appellants
- Developers and their Agents
- Elected Members of the Council(s)
- Town and Parish Council Clerks and Councillors
- Statutory and Non-Statutory Consultees, including neighbouring authorities and the County Council (Highways, Education, Libraries, Lead Flood and Health Promotion)
- Representative and Interest Groups
- Infrastructure Delivery Partners (NHS/Health Trusts, Police and Crime Commissioner, County Fire & Rescue)
- Private companies (such as Utility companies)
- National bodies (Homes England, Highways England, Environment Agency)
- Charitable and not for profit organisations (Registered providers of social housing such as Bromford, Severnvale, Gloucester City Homes and Rooftop).
- Solicitors, Conveyancers and Search Agencies.

we are **Open and Honest**

we are **Respectful**

we are **Inclusive**

- Members of the Public

RESOURCES

- No direct budgetary responsibilities but responsible for signing off expenses and authority to sign off expenditure/ procurement of services (consultants fees etc.) up to £10K.
- The post holder will have access to confidential information such as personal details and financial appraisals as part of planning applications. This information must be handled in accordance with GDPR requirements.

PHYSICAL DEMANDS

- Expected to work flexibly in an office environment and lone working from home.
- Sitting for prolonged periods of time
- Ability to carry out site visits to all areas of the Borough
- Undertaking site inspections, including walking distances and on uneven ground, from building sites to derelict and vacant buildings
- Attending internal and external meetings
- A driving licence is required. Tewkesbury Borough Council provide access to pool cars

MENTAL DEMANDS

- To maintain team performance/ meet statutory requirements, sometimes with reduced resources and staffing issues (e.g. due to unfilled posts)
- Responsibility for making a proportion of planning judgements (i.e. delegated authority to sign off cases) to ensure team performance/ meeting statutory targets/ quality and consistency of decision making is maintained.
- Position entails being responsive to requests for advice, queries, including complaints, from colleagues, Members and the public on all planning and enforcement related matters. This involves high levels of interruption and rebalancing of workload priorities depending on the nature and urgency of the issue.
- Requirement to analyse problems, make decisions and recommendations on a wide range of demanding planning cases with reasoned judgement and good attention to detail
- To find mutually agreeable solutions to planning cases through application of broad knowledge base as detailed above.
- To keep abreast of changes to government policy, planning case law and changing working practices and ensure decisions are made in compliance with such.
- To seek to improve policies and procedures in planning and admin within the DM team to contribute to continuous improvements
- Negotiating planning obligations for inclusion in S106/ CIL appropriate
- Verbal & written communication, including report writing and presenting material to a range of audiences.
- Self-motivated and able to see tasks through to a successful conclusion
- Organisation and manage own workload including meeting challenging deadlines where necessary.
- Negotiate with developers to ensure delivery of quality planning outcomes.
- Proactive and able to develop positive working relationships with colleagues, working as part of a team.
- Working flexibly and to tight deadlines.
- Maintain confidentiality in accordance with current data protection legislation.
- Customer focussed, responsive and co-operative with customers and looks for innovative ways of improving service delivery.

- Dealing with difficult customers and confrontation, on the phone, in correspondence, on site and at public meetings
- Adapting to change

WORKING ENVIRONMENT

- This is a hybrid role, entailing working flexibly from the office, from home and visiting sites and surrounding land at all times of the year and involves some exposure to disagreeable, unpleasant or hazardous working conditions, for example undertaking site visits when required.
- Compliance with site visit procedures in relation to planning and enforcement to ensure safe site working, e.g. completing site visit calendars, using buddy system etc
- Attending internal and external meetings i.e. Planning committee and parish councils, planning appeals away from the office

ALL STAFF RESPONSIBILITIES

To adhere to all Council Policies, in particular Equal Opportunities.

To undertake any other duties properly assigned from time to time by your line manager which are appropriate to the grade and character of the post.

To be committed to the principles of equality, diversity and the ability to treat everyone who you come in contact with dignity and respect.

Tewkesbury Borough Council is committed to the principles of safeguarding and promoting the welfare of all children, young people and vulnerable adults; therefore, all employees have a responsibility and duty of care to report safeguarding issues they become aware of or witness.

HEALTH AND SAFETY

Ensuring that services are delivered in compliance with existing and new Health and Safety legislation and the Council's Health and Safety Policy and ensuring that duties are pursued in a safe manner with due regard to the Health and Safety of yourself and others.

PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Town and Country Planning Degree or Equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Chartered Member of the Royal Town Planning Association, eligible or working towards membership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Evidence of continuous professional development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application
Full Driving Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application
EXPERIENCE	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Substantial post qualification experience in development management including ideally delivery of large scale applications and associated infrastructure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview

Experience in the development or implementation of planning policy, with particular reference to the delivery of large scale sites	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application/ interview
Experience of managing resources including people and performance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Experience of processing major and complex planning applications including negotiating Section 106 Agreements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Experience of Public Inquiries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
SKILLS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Ability to understand and represent the service on key technical issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Ability to deputise for the Head of Development Management on all planning and management matters as necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Self-motivated with the ability to lead, motivate and develop others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Ability to work under pressure, meet deadlines and manage conflicting priorities with minimum supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Capable of planning, allocating, monitoring and evaluating/sign-off work carried out by staff and self, against service specification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Ability to contribute to the development of staff and self to enhance performance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Performance management experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Effective writing and public speaking skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Problem solving and decision-making skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Supervisory skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Design appreciation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Selection and recruitment of staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Understanding of political sensitivities			Application/ interview
IT skills including Microsoft office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
BEHAVIOURS / ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Takes personal responsibility and uses resources effectively and efficiently	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Accurate and pays attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Flexible, open to change and continuous improvement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Decision maker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview

Leader/ manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Enthusiastic, proactive and highly motivated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Excellent interpersonal skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Excellent team player	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Excellent negotiating/persuading skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Demonstrate behaviours consistent with the Council's values	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Commitment to equality and diversity in the workplace, in the delivery of services to customers and the community	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
ANY OTHER (NOT SPECIFIED ABOVE)	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Ability to attend evening meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview
Commitment to health and safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application/ interview