



monmouthshire
sir fynwy

WE ARE HIRING!



Title: Development Services Manager

POST ID: RDC 01

LOCATION: County Hall, Usk

SALARY: £54,495 – £58,970

HOURS: 37 Hours Per Week

CONTRACT: Permanent

WORK PATTERN: Monday to Friday

DBS CHECK: No

CLOSING DATE: 11/09/2026

We are seeking an **experienced** and **driven** planning professional ready to step into a **strategic leadership** role — overseeing applications, enforcement, heritage, and business support.

This role will shape how we deliver a **modern, high-performing planning service** and lead a **diverse**, multi-disciplinary team.

You will **influence** key planning decisions, **drive improvement**, and ensure **high-quality** development for our communities.



WHY SHOULD YOU WORK FOR MONMOUTHSHIRE COUNTY COUNCIL?
A MESSAGE FROM OUR CEO

Who are we?

Monmouthshire is one of the most **strategically connected** counties in Wales and Cardiff Capital Region.

From **outstanding landscapes** and **historic built environments** to vibrant towns and rural communities, the County presents a **unique and exciting** planning context.

We are **ambitious** in delivering **sustainable homes** and **economic growth** while protecting and enhancing the qualities that make Monmouthshire distinctive.

OUR VALUES



Teamwork



Flexibility



Openness



Fairness



Kindness

WHAT WE CAN PROVIDE YOU WITH

- Opportunities for professional development.
- Opportunities to develop Welsh Language skills.
- Access to health and well-being support.
- Access to Local Government Pension Scheme.

Submit your application via: www.monmouthshire.gov.uk

Leadership & Service Management

- Lead the delivery of the Development Management service, ensuring high-quality outcomes and excellent customer service.
- Drive service performance, challenge delivery and implement improvements.
- Ensure effective and consistent operation of the service, aligned with statutory and local requirements.

Planning Oversight & Decision Making

- Provide expert planning advice and represent the Council at Planning Committee and Appeals.
- Lead engagement with the Delegation Panel and support robust decision-making.
- Strong policy knowledge and promote high standards of design and development.

Performance & Service Improvement

- Monitor service performance, identify issues and implement solutions to improve delivery.
- Ensure services are accessible and user-focused.
- Manage customer experience and enhance the profile and effectiveness of the service.

People & Resources

- Lead, manage and develop staff, ensuring effective performance, capacity and continuous professional development.
- Oversee recruitment, workforce planning and day-to-day people management.
- Manage resources, workloads and budgets to ensure efficient service delivery.

Collaboration & Partnership

- Lead service planning and reporting, including performance and service plans.
- Support cross-council working and regional collaboration to deliver planning priorities.
- Represent the service externally and deputise for the Head of Service as required.

Equality, Health & Safety

- To promote and implement equality of opportunity in line with legislation and Council policy.
- To ensure staff meet equality and safeguarding responsibilities.
- To undertake health and safety responsibilities and promote safe working practices.

SAFEGUARDING:

Child and Adult Protection are key priorities for the School and Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. You are responsible for playing your part in the well-being, safety and protection of children and adults at risk. You will have a responsibility to participate in training to the appropriate level of safeguarding and have a duty to fulfil your personal responsibilities for safeguarding.

REQUIREMENTS	ESSENTIAL / DESIRABLE	HOW WILL IT BE ASSESSED
1. EDUCATIONAL/QUALIFICATIONS		
1.1 A recognised degree level qualification in Planning and evidence of continuing professional development.	Essential	Application form
1.2 That you are a member (or eligible) of the RTPI.	Essential	Application form
2. EXPERIENCE		
2.1 That you have at least 5 years' experience post qualification in Development Management, heritage and appeals.	Essential	Application form
3. APTITUDE, SKILLS & BEHAVIOURS		
3.1 Leadership skills to review, challenge and drive service improvement.	Essential	Application form and interview
3.2 Experience to effectively manage staff, caseloads and priorities.	Desirable	Application form and interview
3.3 Customer focus; political sensitivity; planning and environmental knowledge.	Essential	Application form and interview
3.4 High level of IT skills, particularly Microsoft Office suite and spatial mapping systems.	Essential	Application form and interview
3.6 You possess a valid driving licence and access to a vehicle.	Essential	Application form
4. COMMUNICATION		
4.1 A proven ability to communicate clearly and concisely at all levels, both within and outside the Authority and experience of dealing with members of the public and conflict resolution.	Essential	Application form and interview
4.2 Strong negotiation skills, with the ability to influence outcomes and secure high-quality development through constructive engagement with applicants and stakeholders.	Essential	Application form and interview
4.3 Ability to speak Welsh is desirable (You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the council).	Desirable	Application form
5. OTHER REQUIRMENTS		
5.1 You have the willingness to operate in a safe and diligent manner at all times, in line with all Health, Safety & Welfare Policies and Guidelines in place.	Essential	Application form and interview
5.2 You have the willingness to support and abide by the principles and practice of equality of opportunity as laid down in the Authority's Equal Opportunities Policy and a commitment to their effective implementation.	Essential	Application form and interview

Should you require any further information regarding this post, please contact: Andrew Jones, Head of Planning on 01633 644808 or andrewjones3@monmouthshire.gov.uk