

Job Description

Department: Place and Economy Directorate

Division/Section: Development Management

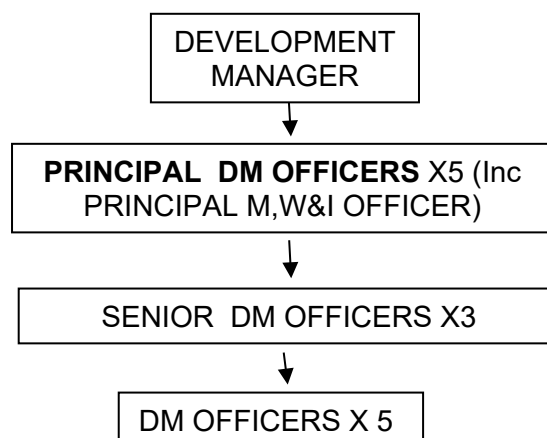
Job Title: Principal Development Management Officer

Post No: 011185, 011186, 011187, 011188

Grade: 13

Reports to: Development Manager

**Organisation
Chart:**



**CRB Check
applicable?**

Standard ☐ Enhanced ☐ None ☒

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes ☐ No ☒

**Line Management
responsibility for:**

No. of direct reports: up to 3

No. of indirect reports: 0

Size of budget: None

Job Purpose:

Deliver high quality services through achieving customer satisfaction levels in line with national standards. Effectively engage with internal and external customers to inform and advise. Line manage and develop a small team of officers to ensure

that individual, team and business objectives and targets are delivered. Project manage major/strategic planning applications and a range of other applications when required. Sign off applications of all types and complexity, in line with best practice, national standards, organisational requirements and statutory obligations.

Main Duties and Responsibilities:

1. Effectively engage with residents, businesses, developers, partners, Council staff and elected members at all stages of the planning process and other forms of applications, to ensure that recommendations, advice and other actions comply with the Council's Planning Policies, the requirements of the Town and Country Planning Acts and/or associated Orders and Regulations.
2. Manage, coach, mentor, motivate and develop a small team of professional staff to ensure that individual and relevant service objectives are delivered, knowledge is shared and staff are well informed and involved. Responsible for performance appraisals, performance management, and identifying development needs.
3. Sign off applications and pre-application advice of all types and levels of complexity in order to assist with the continued processing of workloads/casework
4. Lead and project manage complex 'strategic' and 'major' projects/development schemes, including those covered by Planning Performance Agreements, and as part of this, manage small project teams of officers and allocate tasks to them on such schemes. Ensuring that plans are effectively managed, all project milestones, local and national performance targets are achieved and that external partners, developers and agents, and relevant Council staff are kept effectively up to date with progress, whilst exercising a very high degree of autonomy, with support where necessary from the Team Manager.
5. Manage a range of other primarily 'major' applications to ensure workloads are effectively dealt with, all local and national performance targets are achieved and that external applicants, developers and agents, and relevant Council staff are kept effectively up to date with progress.
6. Represent the service on cross functional and inter-authority teams, including presenting and/or participating at Council committees and at public meetings, and acting as expert witness at appeals, in order to ensure that accurate, up to date recommendations and advice are available and any required actions are delivered on time.
7. Achieve customer satisfaction levels in line with national standards and best practice, to meet customer, partner, organisational and statutory requirements.
8. Ensure that all correspondence is complete, up to date and effectively dealt with and recorded as part of the overall planning process and to be of a quality and transparency to inform appeals, enforcement action and the Council's complaints procedure.
9. Lead and/or participate in the regular review of service provision in line with national best practice and quality standards, including leading service improvement projects, participation in cross function teams, and implement any required improvements effectively to ensure the ongoing efficient delivery of services.
10. Participate in the preparation and giving of regular training to members of the Planning Team.
11. Lead the 'Design PAD' and 'Forum' and other similar workshops.
12. Contribute to and initiate the review of new legislation, directions, Planning Policy statements, circulars, recent court cases and research and make recommendations to the service and other relevant departments, of the potential impact and relevance to future service delivery.

13. Deliver excellent customer services in line with national standards and best practice, play an active role in the Planning Services Team, effectively manage personal workload of projects, and identify and achieve personal development opportunities.

Generic Responsibilities: To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
To comply with all Health & Safety at work requirements as laid down by the employer.

Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments or working as a PCC employee at other Councils.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.
In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE: October 2025 **COMPLETED BY:** Phil Moore: Head of Service - Planning

PETERBOROUGH



Person Specification

JOB TITLE:	Principal Development Management Officer	POST NO:	012449, 012218, 014084, 015284
GRADE:	13	DEPARTMENT:	Place and Economy
HOURS	Full Time		
DIVISION:	Development Management	DIRECTOR:	Adrian Chapman
DATE:	October 2025	COMPLETED BY:	Phil Moore: Head of Service - Planning

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Current relevant planning legislation and regulation (A/I)	Current legislation and regulation in other related areas (A/I)
SKILLS & ABILITIES	- Workload management (A/I) - Change management (A/I) - Effective delivery of performance in line with local and national targets (A/I) - Delivering high qualities services to both internal and external customers (A/I) - Effective verbal and written communication skills (P) - Ability to prioritise workloads and meet strict deadlines (W) - Broad range of IT skills including Microsoft Office, Planning Systems e.g. Uniform (A/I)	- EDRMS/GIS systems use (A/I) - Project Management tools and techniques in line with Prince 2 methodology (A/I)
EXPERIENCE	4 years broad experience of development experience including major projects (A/I)	- Understanding the political interface with elected members (A/I) - Experience of delivering services in a major growth area and/or across multiple planning fields (A/I)
QUALIFICATIONS	- Degree or equivalent in town planning or related subject (A/D) - Eligible for Membership of the RTPI (A/D)	- Member of the RTPI or related discipline (A/D) - Additional qualification or expertise in a relevant specialised discipline (A/D)

PERSONAL CIRCUMSTANCES	• Full driving licence (D) • Vehicle available for work (I) • Ability to work flexible including some evening meetings (I)	
EQUALITY	Candidates must demonstrate understanding of acceptance and commitment to the principles underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*