###  Job description

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| **Development Manager**  |
| **Immediate teams\*** | Major & Non-Major applications, Enforcement, Appeals, Central Planning, Building Control, Specialists. |
| **Service team** | Planning |
| **Line manager’s job title** | Head of Planning |
| **Grade and salary**  | Grade 11, from £74,170 to £80,511 |
| **Duration of role and hours** | Permanent, full-time, 37 hours per week |
| **Location** | The designated office base is Abbey House, Abingdon. The councils operate a hybrid way to work. |
| **Probationary period** | Six months |
| **Notice period** | Three months |
| **Date job description updated** | June 2025 |
| *\* These are indicative and may be subject to change* |
| **About the role and what we’re looking for** |
| This is a Service Manager position.**Main duties and responsibilities;****Corporate management**To assist the head of service in providing strong and effective corporate and operational management of both councils through:* working closely with heads of service to help create and embed the necessary changes in culture and practice to meet the needs of both councils
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| * contributing to the achievement of both councils’ overall objectives by aligning the service, via its service plan, to identified priorities
* working with colleagues across both councils to effectively and efficiently deliver joined-up programmes, projects, policies and initiatives
* establishing and maintaining effective working relationships with elected councillors, internal and external partners, stakeholders and communities in order to develop and improve services
* promoting a positive image of both councils
* assisting the head of service in the strategic management of your service area

**Service Management**To ensure strong and robust leadership and management of the service through:* leading and inspiring employees within your service
* attending and actively participating in senior management team (SMT) meetings and events to help each councils in meeting their objectives and ensuring that a corporate and co-ordinated approach is adopted and maintained in the provision of all services
* leading by example in modelling the conduct, behaviour and values expected of the councils’ employees and establish a working environment within your service in which individuals and teams can excel
* participating in the appointment, development and appraisal of officers within your service
* assisting the head of service to prepare and deliver the annual service plan which aligns with both councils’ corporate strategies, objectives and priorities.
* delivering excellence across your service through the development of high performance, effective delegation, communication, cross-authority working and prioritising customer service and satisfaction.
* assisting the head of service in the development of new approaches to service delivery, ensuring continuous improvement in performance, value for money and quality of service for customers
* ensuring performance management is embedded into the day-to-day work of the teams within your service. Performance reviews to be undertaken by the due dates and recorded as required by the review processes. Also ensure all service plan and workplan monitoring is undertaken by the due dates and entered onto the performance management system(s)
* taking responsibility for identifying training and development needs in discussion with the staff from the teams within your service; and to encourage participation in any training and development activities. This to include coaching, mentoring and evaluation of all training undertaken
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| * assisting the head of service to plan, monitor and manage the service team’s budget to achieve financial and performance targets and work with the head of service to ensure budgets are aligned to both councils’ corporate strategies, objectives and priorities
* encouraging shared working arrangements and partnerships with and between councils, internal and external service providers and other councils and agencies to deliver high quality, cost-effective and customer-focused services
* maintaining an awareness and understanding of new legislation and/or best practice, relevant to your service, interpreting the resulting implications and developing appropriate policies, procedures and practice to ensure that both councils comply with their statutory obligations, as well as to secure performance improvement and increased customer satisfaction
* supporting HR processes, such as investigations or hearings, where requested or required, for own or other services
* to cover the duties of the head of service, if required i.e. when the head of service is unavailable through sickness, annual leave or has conflicting appointments
* ensuring both councils’ policies and procedures, particularly health and safety, equal opportunities, customer care, emergencies, security, work standards are embedded throughout the teams within your service
* ensuring that diversity and equality are embedded within the behaviours and practices of the teams within your service
* ensuring that consideration and appropriate action is taken in regards to the welfare and wellbeing of employees within your service
* representing either council equally and without bias to all outside bodies
* avoiding any conflicts in connection with the policies and activities of each council which may be different as a result of being led by different political parties
* undertaking all such duties and responsibilities determined by the chief executive or head of service that is commensurate with the nature of the post

**Specific to this service*** to deliver a development management service in a timely way that meets the requirements of legislation
* to ensure the councils are represented effectively and expert evidence is provided on planning matters at examinations, appeals and public meetings
* to possess in-depth knowledge and experience of town planning and deal with planning matters within a politically sensitive environment
* this will rotate on an 18-month cycle with other Development Managers
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| **About you** |
| **Experience*** a relevant professional qualification or equivalent demonstrable vocational experience
* proven successful line management experience
* in-depth knowledge and experience of at least one of the significant service functions
* experience of planning, monitoring and managing budgets
* local government experience preferred

**Key competences and behaviours*** a corporate leader and successful line manager who is energetic, determined and positive to develop the joint working arrangements of the councils
* excellent leadership and line management skills, including the ability to delegate appropriately, empowering Team Leaders and employees to effectively deliver operational duties, tasks and goals
* the ability to provide professional advice confidently and tactfully, expressing a viewpoint and providing service direction
* the ability to handle competing priorities and a challenging workload in a complex political environment
* well-developed communication and networking skills
* strong personal commitment to the delivery of first-class services.
* an inclusive team player who can foster partnerships, work collaboratively across boundaries and achieve performance and results through others
* the ability to motivate staff within a team to perform at the highest level possible.
* the ability to act in such a way that ensures the integrity of both councils.
* able to support staff through periods of change, ensuring they understand both councils’ perspective and stance.
* to communicate in a clear manner, seeking the views and opinions of others.
* demonstrates an assertive approach to scheduling tasks and activities for the team and self.
* able to identify and then provide solutions to problems.
* prepared to change own and team plans in the short and medium term to fit in with organisational needs and changes.
* tough approach when dealing with staff ‘under performance’ issues.
* able to identify success and provide praise and recognition accordingly.
* approachable with good listening skills.
* proven and successfully applied business and financial acumen
* a track record of operating in a political context and winning the respect, trust and confidence of councillors, staff, customers and partners is desirable
* ambitious, energetic and highly motivated
* visible, approachable and accessible, with high standards of both personal and professional ethics and credibility
* aware of own strengths and weaknesses and committed to addressing areas for development
* resilient, determined and confident.
* awareness of equality and diversity and how they can impact on the service and team
* demonstrates a commitment to self and staff development
* experience of adopting new and innovative ways of doing things
* willing to travel, as required
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| **About us** |
| Our vision and values are important to the councils and we expect you to support them and embed them in the way we work.**vv-logo****Our vision**We are seen as being customer-focussed, approachable and business-like. We are honest and open and are renowned for providing high quality cost effective services.**Our values*** We act with integrity and show respect
* We are all accountable
* We are passionate about our business
* We strive for simplicity

 We love success |
| **The benefits we offer** |
| * 33 days **annual leave** per annum, plus bank holidays and time off between Christmas and New Year
* **salary pay awards** – we review salaries each April
* a generous career average **pension** scheme which includes life insurance of three times your salary
* no car park costs as there’s ample **free parking** available
* a **childcare voucher** scheme
* the opportunity to **purchase a bike** through the tax efficient Cyclescheme
* a salary sacrifice **car lease scheme** – a fully inclusive driving package for a fixed monthly cost
* various schemes to **keep you healthy** (reduced gym membership, free swims, contributory medical schemes, wellbeing appointments, free eye tests for DSE users, after work sports clubs and more)
* we give you two days per year to **volunteer** within the local community.
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| **How to apply** |
| Having read about our role if you have any questions please email Adrian.Duffield@southandvale.gov.uk. If this job excites you please complete our online application at <https://southandvale.livevacancies.co.uk/#/>. We look forward to hearing from you. |