

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

DIRECTORATE:	Place and Prosperity
SERVICE UNIT:	Planning and Strategic Housing
POST:	Standards and Improvements Team Leader
POST NO.	
GRADE:	PO1
RESPONSIBLE TO:	Development Manager

JOB SUMMARY

To lead/ manage and then maintain the drive for improvements in relation to all workstreams within the Planning Technician team. This includes all aspects of data and administration within the Planning Department including appeals, enforcement, committee, monitoring, s106 and application processes, with a focus on the validation of planning applications or confirmation of the matters to make the application valid within 5 working days of receipt. This comprises regular dialogue with the Head of Service and Development Manager regarding priorities and the provision of planning related information, much of which will need to be provided at short notice, and the day-to-day leadership and support for the Planning Technician Team. To work closely with the Planning Policy Team Leader in delivering improvements with the planning policy systems particularly in relation to mapping and the monitoring of data, and assist in implementing recommendations arising from the Planning Review (2024 or any subsequent update). The management and the efficient performance of the Technician Team in a sensitive and fair manner to all customers in accordance with Environmental and Development Services Committee objectives, national and local legislation and policy.

MAIN DUTIES AND RESPONSIBILITIES

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1. To proactively drive improvements in performance and public accessibility to data across all aspects of the planning service within the remit of data handling, monitoring, and mapping.

MAIN DUTIES AND RESPONSIBILITIES:

General:

1. Be the lead officer internally and externally in relation to all matters of Planning and performance related data.
2. Provide leadership to the Technician team in ensuring that enquiries from applicants, members of the public, elected Members and other organisations are dealt with efficiently and courteously.
3. Assistance in the development of, and adherence to, the Council's and Directorate's stated safety policies, ensuring compliance with the individual responsibilities for safety as issued from time to time by the Executive Director.
4. To comply with the Customer Service Code of Practice.
5. To ensure adherence to the Council's Health & Safety Policy.
6. Ensure work is produced of appropriate and consistent quality through the development of and compliance with appropriate systems and procedures.
7. To support, promote and comply with the Council's Equalities Policy when undertaking the duties of the post.
8. To comply with the Council's Employee Code of Conduct
9. Undertake such other duties commensurate with the experience of the postholder and the grading of the post as may be reasonably delegated from time to time.

Specific:

1. To lead a team to undertake the following technical and administrative tasks within the Service, ensuring as far as is practicable, that performance targets are achieved.
 - (a) To validate planning and other applications with the necessary assistance of planning officers.
 - (b) To coordinate the discharge of planning conditions with the necessary assistance of planning officers.

- (c) To update, maintain and process data held on any one of the Service's computerised management information systems and databases and to manage the Planning Services Inboxes.
- (d) To update and maintain appropriate Service records and information, within the corporate framework, (e.g. orders and payments, receipt of fees payable and raising of sundry debtor invoices) to enable completion of statistical and financial returns
- (e) To coordinate the creation of Tree Preservation and Footpath Diversion Orders.
- (f) Ensure that data required for planning policy monitoring is collected via the planning application process, collated appropriately and made available.
- (g) Liaise with the GIS Team and external agencies to ensure GIS layers are up to date. Oversee the use of GIS to produce specific maps, especially for department publications.
- (h) Facilitate, interrogate and integrate the various systems used across the department to ensure consistency and the efficient transfer of data between the different systems used by the Planning Department
- (i) Review and lead on the development of a new Local Plan monitoring and reporting system and undertake site visits associated with monitoring.
- (j) Be the lead officer and main point of contact for planning related ICT and administration issues for Arcus, website updates, committee administration including mapping, appeals, enforcement, S106 monitoring, government returns, performance monitoring, housing flow reconciliations, complaints, FOIs,
- (k) Work with the Data Protection Officer, Head of Planning and Development Manager to get the enforcement register online, review and keep up to date all Department Privacy Notices, the Retention Schedule and Business Continuity Plan.
- (l) Work with the Development Manger and Head of Planning to update the Pre-application charging schedule and Planning Performance Agreements.
- (m) Develop, manage and maintain support documentation including help guides, user manuals and initial training on all relevant systems.

- (n) Manage and effectively monitor the S106 database by corresponding impending triggers with developers, sending invoices for required contributions, liaising with officers across the Council, the County Council and Parish Councils.
 - (o) Oversee all of the above with the aim of providing quick and easy accessible information via the Council's website or other means to all Planning related documents that should be publicly available using mapping technology where appropriate
2. To provide general procedural advice on relevant legislation/regulations on Town and Country Planning.
 3. To carry out administrative, mapping and monitoring duties as required for the Head of Planning and/ or Managers and team leaders within the Planning Department.
 4. To assist in responding to any emergency situation that may arise in the department.

Date issued: March 2026
Issued by: Head of Planning