



**JOB DESCRIPTION (JD)
AND EMPLOYEE
SPECIFICATION (ES)**
Standard Template

JOB TITLE:	DEVELOPMENT MONITORING OFFICER		
GRADE: JOB CODE:	GRADE 9 EEC47DEVEG9 JE checked 21/03/2022	SERVICE AREA:	Planning & Building Control – Development Management
REPORTS TO:	Team Leader Development Management	LOCATION:	Civic Centre, Darwall Street, Walsall
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> Occasional attendance at Committee and other related public meetings which maybe outside of normal office hours. Casual Car Allowance The role will be subject to a relevant degree in a planning or a similar/related subject matter or equivalent. Politically restricted post under the Local Government and Housing Act 1989. This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers. 		

1. Main purpose of the job role:

- To monitor and record progress of development and infrastructure delivery across the Borough to ensure the monitoring and delivery of Section 106 agreements.
- To monitor and record progress of development across the Borough to ensure compliance with planning conditions.
- Contribute to the development of plans, policies and procedures suitable to deliver an excellent Development Management Service.

2. Role specific duties and accountabilities:

- To maintain and update records of relevant planning approvals including progress on development sites from commencement, under construction, through to completion.
- Digital recording and management of the Council's Planning Obligations GIS dataset for public access purposes.
- To act as a point of contact for developers, agents and other stakeholders in order to help the smooth and speedy delivery of major and other development projects.
- Monitor Section 106 Agreements and development sites and records to accurately maintain planning and Section 106 records and documents.
- Liaise and collaborate with, and instruct, the Council's Legal Team, Planning Enforcement Team and finance teams regarding enforcement of non-compliance.

- Ensure the timely invoicing, receipt and dispersal of funding for infrastructure including the calculation of claw-back provisions, indexation and interest rates, late payment charges.
- Prepare and present the annual Infrastructure Funding Statement and other required reports including 6 monthly update reports to Planning Committee and Scrutiny reports or other committees as required.
- To promote, prepare and advise on detailed policies and proposals to, or that may be required by, management including the Head of Planning and Building Control the Group Manager: Planning, the Development Management Team Leader or the Planning Policy Team Leader.
- To attend public meetings if required to do so by management including the Head of Planning and Building Control the Group Manager: Planning, the Development Management Team Leader or the Planning Policy Team Leader.
- Any other duties and responsibilities within the range of the salary grade.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

JOB TITLE DEVELOPMENT MONITORING OFFICER		GRADE G9
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
<u>Behaviours:</u> <i>refer to corporate behaviours document</i>		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
Abilities/Skills: (refer to JE guidance document)		
Ability to interpret, monitor and record progress of Planning Obligations and planning conditions	A/I	3
Able to understand, analyse and present complex data	A/I	3
Ability to represent the Council in its capacity as local planning authority in meetings with agents, applicants, Councillors and other stakeholders	A/I	3
Ability to interpret planning legislation and complex technical documents and drawings	A/I	3
Prepare and present reports to Planning Committee and other committees and forums	A/I	3
Ability to represent the Council as local planning authority at court and other public meetings	A/I	3
Able to be a team player, demonstrate organisational skills and meet personal and team deadlines	A/I	3
Excellent oral and interpersonal skills	I	3
Excellent written communication skills	A/I	3
Excellent IT skills	A/I	2
Evidence of continuous professional development (where applicable)	A/I	2
Knowledge and understanding of Equal Opportunities principles and practice.	I	3

An understanding of customer care initiatives and demonstration of a commitment to them.			A/I	3
An awareness of community empowerment, and value for money / systems thinking initiatives.			A/I	3
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.				
A recognised Post Graduate Diploma or Master's Degree in Town Planning or equivalent in a relevant similar field.			A	
Other Essential Requirements				
An awareness of, and commitment to, equality of opportunity			I	3
Awareness of, and commitment to, confidentiality and handling data			I	3
NOTE: The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post				
Prepared by:	Alison Ives	Date:	22 Feb 2022	