

PLANNING AND RURAL DEVELOPMENT DIRECTORATE

PLANNING MANAGER (DEVELOPMENT MANAGEMENT) **(Permanent; Full-time; Band E)**

Purpose

To manage a team and casework that delivers the Cairngorms National Park Authority's (CNPA) Development Management and Planning Enforcement functions, and to assist the Head of Service with performance management and improvement of the Planning Service.

Responsibilities

Under the line management of the Head of Planning, the post helps to deliver the CNPA's Planning Service. Key responsibilities include:

- Developing and implementing the processes and procedures required to deliver the Development Management, Monitoring and Planning Enforcement functions of the Planning Service efficiently;
- Line manage Planning Officers, Monitoring and Enforcement Officer, and Planning Administration Staff;
- Undertaking planning and enforcement casework and also coordinating the allocation and supervision of planning and enforcement casework and advice across the team to manage workloads and provide an efficient service to customers, with clear service standards and certainty of decision-making timescales and clarity of outcomes to be achieved;
- Manage the process by which the CNPA 'calls-in' planning applications which are most significant to the National Park and maintain strong working relationships with the five local authority planning services teams to ensure delivery of an efficient service for all parties.
- Lead work to raise the profile and improve communication of the CNPA's Planning Enforcement role with the public and other stakeholders and ensure the CNPA's Enforcement Charter is reviewed;
- Manage the delivery of relevant planning service targets or improvements across the Service;
- Maintain high standards of written and oral reports and presentations for Planning Committee decisions, updates, training and development and attend Planning Committee meetings to present reports, support officers and provide advice to Committee Members.
- Handle written planning appeals and, represent the National Park Authority at hearings and Public Local Inquiries, arising from decisions made by the National Park Authority, or in support of a Local Authority;
- Preparing responses to relevant external consultations on behalf of CNPA as required;
- Contribute to the development of the National Park Local Development Plan and associated planning advice or guidance;
- Engage and liaise with other CNPA staff, Local Authorities, and stakeholders to ensure collective implementation of the Local Development Plan;
- Contribute to work on engaging, improving communications and establishing relationships with communities, developers and other stakeholders to raise awareness and understanding of the Planning Service within the Park;
- Managing staff to ensure efficient and effective delivery of the relevant parts of the

Corporate and Operational Plans and to ensure effective performance of staff and prepare appraisal reports for staff, identify and help to meet training and development needs and implement Health and Safety procedures;

General

- Contribute to the work of the Planning and Rural Development Directorate and CNPA as a whole and ensuring compliance with financial procedures;
- Contribute to the delivery of the National Park Partnership Plan; and,
- To conduct other work, as necessary. All post holders are required to be flexible with regards their job description so that the organisation can adapt to new opportunities and priorities over time.

Person Specification - Knowledge, experience and training

ESSENTIAL

- A degree, or equivalent, in Town Planning or a relevant land use/environmental management discipline;
- Considerable experience of development management in the context of a planning authority, ideally in the Scottish planning system, including the processing and project management of major or controversial planning applications, planning appeals and working with Planning Committees.
- Experienced in managing and developing staff, combined with experience of managing a team with a varied workload to deliver projects and outcomes on time;
- Demonstrable ability to make sound judgements on the handling of controversial and sensitive issues;
- A full member of the Royal Town Planning Institute or eligible for full membership;
- Understanding and experience of the legal framework, policy context, roles of partner agencies and other stakeholders in relation to the Scottish planning system;
- Understanding of living and working in rural areas and the relationship between land use planning and wider rural issues;
- Excellent communication skills – verbal, written and presentational;
- IT skills – word processing, spread sheets and Eplanning software;
- Full UK driving licence or access to driver if disability prevents driving.

DESIRABLE

- A secondary qualification relevant to the post, e.g. surveying; architecture, urban design, landscape architecture, ecology or economics;
- Experience of the planning system from the private or NGO sector;