EXETER CITY COUNCIL

Job Description

JOB TITLE	**: Principal Project Manager – Development Management**
GRADE	**: K**
POST NO	**: 0597, 0598 & 0824**
DIRECTORATE	**: Planning and Development**
UNIT	**: City Development**
REPORTS TO	**: Assistant Service Lead – Development Management Major Projects**
RESPONSIBLE FOR	**: N/A**
LIAISON WITH	**: Elected Members** **Staff throughout the Council** **External agencies in public, private and voluntary sector** **Applicants and Agents** **General Public**

MAIN PURPOSE

To deliver good development.

MAIN DUTIES & RESPONSIBILITIES (MDR)

1. To manage the delivery of major or complex development projects from inception to completion.
2. To provide advice and guidance to developers seeking to undertake major/complex development projects.
3. To undertake site visits and attend site meetings in order to evaluate development projects and discuss development options with developers.
4. To liaise with Building Control and other officers of the Council to ensure that major or complex development projects can be delivered.
5. To process the regulatory applications that are necessary to deliver major or complex development projects.
6. To calculate the Community Infrastructure Levy for qualifying projects

7. To manage appeals (including those relating to enforcement matters) from receipt to decision including the preparation of Evidence and Statements for Public Inquiries and Informal Hearings and appearing as a witness on behalf of the Council at Public Inquiries and Informal Hearings.

8. To attend committee meetings, other meetings with elected members and meetings with resident's groups and neighbourhood forums as required.

9. To respond to general planning and property related enquiries on site, in person at the Civic Centre or via letter, e-mail or telephone.

10. To identify appropriate sites for specific development enquiries and work with the developer, other council officers and officers from other agencies to bring the sites forward for development.

11. To contribute fully to the development and production of written policy formulated to deliver good development.

12. To investigate complaints regarding unauthorised development and undertake enforcement action as appropriate.

13. To assist colleagues in facilitating neighbourhood planning, preparing and monitoring the Strategic Housing Land Availability Assessment and delivering the Council's Infrastructure Delivery Plan as required.

14. To contribute fully to the provision of an excellent service to personal callers and telephone enquiries throughout the working day.

15. Any other duties commensurate with the role and grade.

DATE LAST UPDATED: October 2013

Person Specification

JOB TITLE **: Principal Project Manager – Development Management**

GRADE **: K**

POST NO **: 0597, 0598 & 0824**

DIRECTORATE **: Planning and Development**

UNIT **: City Development**

Qualifications & Knowledge

Criteria	Essential/ Desirable (E/D)	Method of Assessment
A degree in Town and Country Planning or a related discipline	E	A,I & C
Membership of the RTPI	E	A,I & C
Substantial postgraduate experience in a planning or development based discipline	E	A,I
Experience of dealing with major development proposals which require a project management and development team approach	D	A,I
An understanding of the role of infrastructure delivery in providing a framework for the city's growth	E	A,I
Evidence of an understanding of the neighbourhood planning process and policy related thereto	D	A,I

Special Requirements & Skills

Criteria	Essential/ Desirable (E/D)	Method of Assessment
Ability to communicate advice clearly and effectively to a variety of audiences orally and in writing	E	A,I
Ability to organise and prioritise workload and meet deadlines	E	A,I
Ability to work effectively within a team	E	A,I
A commitment to the delivery of, and a clear understanding of what constitutes "good development"	E	A,I
Evidence of effective negotiating skills	E	A,I

Other

Criteria	Essential/ Desirable (E/D)	Method of Assessment
Commitment to the highest standards of customer care	E	A,I

Criteria	Essential/ Desirable (E/D)	Method of Assessment
A flexible approach to meeting customer demand including the willingness to work outside normal office hours when required	E	A,I
A commitment to continuing professional development	E	A,I

CATEGORY: A: Application, **C:** Certificates, **T:** Testing, **I:** Interview, **R:** References.

COMPLETED BY : Assistant Director – City Development
DATE : October 2013