



# Information for applicants

for the post of

## Principal Planner

## Senior Planner

## Planner

## Development Management Assistant



## Contents

Foreword from Chief Executive of Dumfries and Galloway Council .....	3
Our Vision .....	4
Dumfries and Galloway: Our Region .....	5
Dumfries and Galloway Council Plan 2023 - 2028.....	6
Chief Officer Structure.....	8
Political and Committee Structure .....	9
Job Description.....	10
Job Requirements.....	13
Core Management Competency Framework .....	16
Main Conditions of Service.....	18
Application Process .....	19
Recruitment and Selection Stages.....	20
Contact Us.....	20

# Foreword



## Thank you for your interest in applying for one of these key roles in our Planning and Development Service.

These opportunities have arisen following a review of our Development Management service and a commitment by the Council to invest in additional capacity and build a more resilient structure for the Service going forward. This recognises the vital role for the Development Management teams in supporting sustainable economic growth whilst protecting our natural and built environment heritage.

Our Council has four agreed Principles, to: Safeguard our future, Support our Citizens, Support our Communities and Be a Responsive Council. These principles will shape how we deliver our four themes: economy; travel, connectivity and infrastructure; education and learning and health and wellbeing.

We are committed to supporting the communities of Dumfries and Galloway to thrive and build a strong local economy that enables the region to grow, and we will create opportunities for businesses to invest, people to visit and our citizens and communities to reach their ambitions. Our workforce is at the heart of everything we do, and we value and respect our 6,000-plus strong workforce in the work they do to continue to make a difference to the lives of our citizens.

Dumfries and Galloway offers its residents and visitors a quality of life second to none. We have beautiful coastal areas, stunning hills and vibrant market towns with excellent public services delivered by Council staff and other public agencies. We serve a population of around 150,000 across one of the largest regions of Scotland. We believe it is an excellent place to live and work and we offer a stimulating work environment, supportive colleagues and dedicated staff.

As a career professional within the Council you will work closely with other officers and Elected Members to deliver an excellent, responsive and customer focussed Development Management service, provide a high personal standard of customer service and continue to make a difference to the lives of our citizens and the future of our region.

These are exciting times for the South of Scotland. The pace of change is rapidly increasing, with significant new investments coming to the region through the Borderlands Inclusive Growth Deal, UK Government Levelling Up Funding, Scottish Government Regeneration and Affordable Housing programmes, as well as ongoing private sector investment in our renewables sector and a bid for National Park status. All of which creates a stimulating and varied environment for career and personal development.

If you share our enthusiasm, commitment, energy, drive and ambition for Dumfries and Galloway then we look forward to receiving your application.

**Dawn Roberts, Chief Executive, Dumfries and Galloway Council**

# Our Vision

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Our ambition is to be a **successful region**, with a **growing economy**, based on **fairness, opportunity** and **quality public services**, where all citizens prosper. Working in partnership, with **connected, healthy and sustainable communities**.

The region will be **the natural place to live, work, visit and invest**.

# Our Region



Dumfries and Galloway is shaped and defined by the people who call it home. They are its lifeblood and reflect the history, heritage and culture of the region.

Our population is dispersed across a rural area with a coastline that extends from Loch Ryan and the North Channel round to the Solway Firth and the Cumbrian coast in England.

Dumfries and Galloway has a strong sense of community, including a number of operational community councils.

The quality of the landscape has been recognised in the designation of three National Scenic Areas (NSA), a Biosphere and a Dark Skies Park. We are a key partner in the Regional Land Use Plan, Borderlands Natural Capital Programme and a candidate region for a new National Park.

For additional information on our region go to  
[www.visitdumfriesandgalloway.co.uk](http://www.visitdumfriesandgalloway.co.uk)



There are around  
**70,000**  
 households



The Dumfries and Galloway Council area is 6,426km<sup>2</sup>, and is the third largest Council area in Scotland

## Our largest settlements are:



Dumfries  
 (48,000)

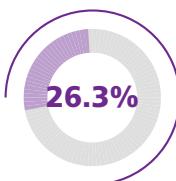


Stranraer  
 (13,000)



Annan  
 (9,080)

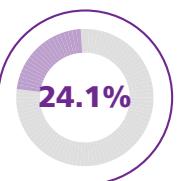
## The population numbers are forecast to decline as shown:



of the  
 population are  
 65 and over



The average age of the  
 population is 46 years old  
 (UK 40, Scotland 42)



of the  
 population are  
 24 and under

# Council Plan on a Page

**VISION:** Our ambition is to be a **successful region**, with a **growing economy**, based on **fairness, opportunity** and **quality public services**, where all citizens prosper. Working in partnership, with **connected, healthy** and **sustainable communities**.

The region will be **the natural place to live, work, visit and invest**.

<b>Safeguard our future</b>	<b>Support our citizens</b>	<b>Support our communities</b>	<b>Be a responsive Council</b>
<p></p> <ul style="list-style-type: none"> <li>Address the climate emergency</li> <li>Protect our natural capital</li> </ul>	<p></p> <ul style="list-style-type: none"> <li>Put customers at the heart of services</li> <li>Support the most vulnerable and in need</li> <li>Address inequalities</li> <li>Offer digital services</li> </ul>	<p></p> <ul style="list-style-type: none"> <li>Empowering communities and individuals</li> <li>Work in partnership</li> <li>Focus on local and place</li> <li>Invest to enable change</li> </ul>	<p></p> <ul style="list-style-type: none"> <li>Communicate openly</li> <li>Maintain high standards</li> <li>Maintain sustainable finances</li> <li>Make best use of resources</li> <li>Be organised to deliver</li> </ul>

## Themes and Strategic Outcomes

<b>Economy</b>	<b>Travel, Connectivity and Infrastructure</b>	<b>Education and learning</b>	<b>Health and Wellbeing</b>
<p></p> <ul style="list-style-type: none"> <li>There is a diversified and growing local economy that benefits all</li> <li>Our workforce and their skills base are growing</li> <li>Rural communities and places are vibrant and thriving</li> <li>Enhancing the region's natural capital benefits local communities and businesses</li> <li>Businesses are supported to start and grow</li> <li>Investment in the region benefits communities and the local economy</li> </ul>	<p></p> <ul style="list-style-type: none"> <li>Roads, paths, cycling and walking networks in the region are improved</li> <li>Communities are protected from the impact of floods</li> <li>Sustainable travel in the region contributes to net zero<sup>2</sup></li> <li>The Council is a low carbon organisation</li> <li>People have access to services that are modern, efficient and responsive</li> <li>Digital connectivity supports thriving rural communities</li> </ul>	<p></p> <ul style="list-style-type: none"> <li>Places of learning are inclusive, sustainable and meet the needs of local communities</li> <li>We get it right for every child</li> <li>Children, young people and adults transition successfully through all life stages</li> <li>Young people and adults succeed in what they want to achieve</li> <li>Participation in creativity and play is part of early and lifelong learning experiences</li> <li>Local people can build their skills and confidence</li> </ul>	<p></p> <ul style="list-style-type: none"> <li>Prevention and early intervention assist people to have independent lives</li> <li>Access to personal support and care helps keep people safe</li> <li>People are active, resilient and improving their health and wellbeing</li> <li>Help is provided to tackle the causes and effects of poverty, inequality and increased cost of living</li> <li>People have access to high quality, affordable housing that supports their independence, prosperity and wellbeing</li> </ul>

# Our Development Management Teams



Following a review of our Development Management services in 2022, we created a new structure and increased staffing levels in key areas to build better resilience in response to increasing application numbers and development investment enquiries. Our service plays a critical role in supporting sustainable growth, a priority for our Council.

Last year 2023/24, we received 2105 applications, 338 pre-applications, generated £1.6m of fee income and issued 2478 delegated decisions, which was 95.9% of all decisions. Our most recent Planning Performance Report covers the 2022/23 financial year and can be viewed here for more in depth information about the wider Planning service, including best practice case studies. [DGC-PPF-2022-23.pdf \(dumgal.gov.uk\)](https://dumgal.gov.uk)

## Major Developments Team

- All applications within the “Major” category
- EIA scoping requests, screening opinions
- Pre-application requests for Major developments
- Appeals and Public Local Inquiries
- Responses to S.36 consultations from Scottish Government
- Professional support to Local Review Body

## Systems and Performance Team

- Planning Enforcement and Monitoring
- Application validation and registration
- Performance information
- IDOX systems management
- Customer processes
- Data management
- Technical support

## Planning Applications Teams

- All applications within the “Local” category
- All minor and householder applications
- Listed Building Consent, Advertisement Consent and TPO consents
- Pre-application requests for Local applications
- Appeals or Local Review Body cases



# Our Council Chief Officer Structure

Dumfries and Galloway Council is the third largest Council area in Scotland. We are currently implementing the following Senior Leadership structure as part of the reshape and realignment of Chief Officers:



## Political and Committee Structure

Our Council area is composed of 12 wards, with 43 Councillors in total.

**The political composition of the Council is currently:**

Dumfries and Galloway Conservative and Unionist Party	16 members
Scottish National Party (SNP) Group	11 members
Scottish Labour Party	8 members
Democratic Alliance	3 members
Independent Group	3 members
Scottish Liberal Democrats	1 member
Non-aligned	1 member

### Decision-Making Structure

The Council has a traditional committee system comprising full Council and service committees; there is also a dedicated Planning Applications Committee. XX% of planning application decisions are delegated.

# Job Description

Job Title	Development Management Assistant	Salary Grade	Band 7
Department	Economy and Environment	Job Evaluation Ref	G033
Responsible To	Principal Planner (Minor Applications)		
Responsible For	N/A		

## Job Purpose

To assist the Principal Planner in the carrying out of routine tasks related to the management of a development management workload, this will include:-

- processing of householder and other minor applications;
- maintaining close liaison with Building Standards;
- preparation of correspondence and reports: &
- the registration of statutory, non-statutory applications and notifications.

To provide advice to the public on the submission of applications for planning permission and other related applications, and advice on permitted development rights.

To assist in the collation of performance related data and statistical returns.

## Main Responsibilities

Processing of householder applications and other minor applications. The post holder will be required to monitor the progress of these applications so as to ensure that decisions are made at the earliest possible date and that any delays are resolved quickly. The post holder will act on householder and other minor applications on the instructions of the Principal Planner and to targets and performance standards set by the Service Manager.

Carrying out of site inspections. The post holder will be required to carry out site inspections and assessments on the instructions of the Principal Planner, and to performance standards set by the Service Manager.

Maintenance of records systems. The post holder will be required to contribute to the maintenance of record systems including registers, plotting maps / GIS and collation of information for performance indicators / statistical returns to standards set by the Service Manager.

Advice to the public. The post holder will be expected to give advice on the submission of applications and permitted development rights. To this end the post holder will develop a thorough understanding and knowledge of the Development Management Procedures, Permitted Development and Use Classes Orders and the Advertisement Regulations.

Maintaining close liaison with Building Standards. Close liaison with Building Standards staff is essential to ensure a high standard of service to applicants. To this end, the post holder will require to develop and maintain a professional working relationship with Building Standards staff.

Ensuring that all development is monitored as it proceeds so as to ensure that the terms and conditions of planning permission are complied with. In this respect the post holder will require to maintain procedures for monitoring development in conjunction with the Planning Enforcement Team and in accordance with standards set by the Service Manager.

Investigating complaints concerning alleged unauthorised development by interviewing both the complainant and the person whom the complaint is being made about and ensuring that each complaint is acknowledged, acted upon timeously and responded to.

Preparation of correspondence and reports. The post holder will require to be able to prepare reports and letters in plain English and in a precise and competent manner. The opportunity to present reports at Committee may arise from time to time.

The post holder will be allocated other duties, which come reasonably within the purview of the post, as may be considered necessary from time to time by the Service Manager. This may include providing temporary support across the region.

The postholder will, in addition, provide assistance to the Principal Planner in maintaining a diary of meetings, monitoring workload and performance data, preparation of routine correspondence and maintaining contact with Elected Members and Community Councils.

The registration of statutory applications for Planning Permission, Listed Building Consent,

Conservation Area Consent, Advertisement Consent, etc. The post holder will require to maintain a system of registration in accordance with the requirements of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013 and performance standards set by the Service Manager. *[NB – this role is now predominantly undertaken by the Planning Registration Team. However, where necessary, the post holder may be required to assist.]*

To manage risk, promote risk awareness and prioritise work in light of the risk analysis.

To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users.

To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.

## Performance Management

To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working.

To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities.

To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance.

## Job Requirements - Essential (E) | Desirable (D)

1. EDUCATION AND TRAINING	E	D
SVQ Level III / HNC or equivalent	✓	
Degree level or equivalent in Planning, Geography, Law or comparable discipline		✓

2. EXPERIENCE	E	D
Some relevant working experience	✓	
Dealing with the public	✓	
Architectural plans/drawings		✓
Fieldwork		✓
Research/Preparing reports		✓
Planning legislation and legal procedures		✓
Meeting deadlines	✓	
Experience in development management work		✓
- in Scottish rural area		✓
Other planning experience		✓

3. SKILLS AND ABILITIES	E	D
Negotiating skills	✓	
Verbal articulacy	✓	
Writing skills	✓	
Customer-focussed	✓	
Understanding plans	✓	
Microsoft applications	✓	
Prioritising	✓	

Be able to methodically structure work	✓	
Be able to work to deadlines	✓	
Be able to manage conflict and solve problems	✓	
Ability to identify planning issues		✓
<b>4. KNOWLEDGE</b>	<b>E</b>	<b>D</b>
Current planning legislation and procedures:		✓
- especially as applicable to Scotland		✓
Building Construction methods		✓
<b>5. PERSONALITY FACTORS</b>	<b>E</b>	<b>D</b>
Maturity	✓	
Authoritative & confident	✓	
Diplomatic	✓	
Able to handle pressure	✓	
Sound judgement	✓	
Show initiative	✓	
Ability to fit into team	✓	
Customer awareness	✓	
<b>6. OTHER REQUIREMENTS</b>	<b>E</b>	<b>D</b>
A current full driving licence (vehicle provided) is an essential requirement of this post. However, if you have a disability which precludes you from holding a driving licence consideration will be given if alternative transport can be arranged.	✓	
Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours: Strengthen – our Communities   Understand – our children's needs   Protect – our vulnerable people   Promote – equality and diversity Open and transparent – at all times   Respect – our environment   Treat – each other with kindness		

# Job Description

Job Title	Planner - Development Management	Salary Grade	Band 9
Department	Economy and Environment	Job Evaluation Ref	G606
Responsible To	Team Leader (Planning Applications)		
Responsible For	N/A		

## Job Purpose

The postholder will be required to carry out a full range of work in relation to Development Management, including visiting sites, negotiating with applicants, agents and third parties and preparing reports on both delegated and non-delegated planning applications. The postholder will be required to carry out work in relation to enforcement in respect of their applications (in association with the Planning Enforcement Team) and appeals as well as giving advice to the public.

## Main Responsibilities

To assist the Team Leader in the carrying out of tasks related to the management of a development management workload, this will include:

- processing of applications
- preparation of report, appeals and associated correspondence
- attending and advising the Planning Applications Committee
- providing advice to the public on the submission of applications for planning permission, and advice on permitted development rights
- maintaining close liaison with Building Standards

## Job Activities

- Monitoring the progress of applications allocated to the postholder within the area using the computer based development management system.
- Providing advice and assistance to the public in relation to proposed developments.
- Carrying out the full range of site visits and negotiations with developers, agents, Government Departments and third parties on all types of applications.
- Preparation of reports, correspondence and recommendations in relation to any proposed development.
- Providing advice on planning applications to the Planning Applications Committee.
- Maintaining close liaison with Building Standards staff to ensure that both the Planning and Building Standards issues are fully dealt with.
- Carry out work in relation to Enforcement with the Planning Inspector.

- The preparation of background material in relation to appeals and the preparation of appeal statements in some cases.
- Provide assistance to the Team Leader in maintaining a diary of meetings, monitoring workload and performance data, preparation of routine correspondence and maintaining contact with Elected Members and Community Councils.

## Performance Management

The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.

- To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working.
- To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities.
- To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance.
- To manage risk, promote risk awareness and prioritise work in light of the risk analysis.

- To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users.
- To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.

## Job Requirements - Essential (E) | Desirable (D)

	<b>E</b>	<b>D</b>
<b>1. EDUCATION AND TRAINING</b>		
Educated to SCQF Level 9 in Planning, Geography, Law or comparable discipline	✓	
<b>2. EXPERIENCE</b>	<b>E</b>	<b>D</b>
Moderate experience in development management work	✓	
- in Scottish rural area		✓
<b>3. SKILLS AND ABILITIES</b>	<b>E</b>	<b>D</b>
Ability to monitor performance	✓	
Negotiation skills	✓	
Ability to prioritise and work to deadlines	✓	
Customer-focussed	✓	
Good standard of written and spoken English	✓	



	<b>E</b>	<b>D</b>
<b>4. KNOWLEDGE</b>		
Knowledge of current planning legislation and procedures	✓	
- especially as applicable to Scotland		✓
Knowledge of national policy / advice		✓
<b>5. PERSONALITY FACTORS</b>	<b>E</b>	<b>D</b>
Customer awareness	✓	
Confidence	✓	
Ability to fit into team	✓	
Good judgement	✓	
Enthusiasm	✓	
<b>6. OTHER REQUIREMENTS</b>	<b>E</b>	<b>D</b>
Ability to travel & have access to vehicle/transport	✓	
Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours: Strengthen – our Communities   Understand – our children's needs   Protect – our vulnerable people   Promote – equality and diversity Open and transparent – at all times   Respect – our environment   Treat – each other with kindness		



# Job Description

<b>Job Title</b>	Principal Planner (Local Applications)	<b>Salary Grade</b>	Band 12
<b>Department</b>	Economy and Environment	<b>Job Evaluation Ref</b>	G564(2)
<b>Responsible To</b>	Team Leader (Planning Applications)		
<b>Responsible For</b>	Planners		

## Job Purpose

- To assist the Team Leader (Planning Applications) in the management of the team in an efficient, effective, economical and customer orientated way and provide professional and related services to the specification and satisfaction of the Council per the Head of Economy and Environment and the Planning & Development Manager.
- Manage the Planners within the team and provide professional guidance and mentoring to them.
- Provide professional Development Management and related advice to the Council, Elected Members, Statutory Bodies and the general public, through and on behalf of the Head of Economy and Environment and Planning & Development Manager.

## Main Responsibilities

- To assist the Team Leader (Planning Applications) by managing the Planners within the team who support the processing off Local (Non-householder) planning applications and any associated processes.
- To deputise for the Team Leader including acting as the Appointed Officer in the determination of Local applications under the Scheme of Delegation.
- To undertake the caseload management functions of a Senior Planner in regard to assigned Local Planning Applications on a pro rata basis.

## Job Activities

- Manage the Planners within the Local Applications team and support the Team Leader by providing mentoring and professional guidance to the Planners with the team.
- Provide a professional, customer-focused Development Management and advisory service for all Local planning applications and associated processes across the Dumfries & Galloway Council area.
- Achieve a professional, efficient, effective and economical delivery of this service to all customers via the proper management of the team to meet agreed performance targets and work with applicants to help achieve high quality development on the ground.
- Assist the Team Leader as required with the allocation of new applications and the issuing of decisions on the above applications, as the Appointed Officer, within the terms of the Council's Scheme of Delegation and also issue decision notices in accordance with decisions taken by the Planning Applications Committee.

- Assist the Planning & Development Manager in the preparation of Planning Applications Committee agendas and be responsible for the presentation of reports on these items to the Planning Applications Committee on behalf of the Head of Economy and Environment.
- Personally process such applications as are allocated by the Team.
- Monitor the progress of applications allocated to the postholder within the area using the computer-based development management system.
- Providing advice and assistance to the public in relation to proposed developments.
- Carrying out the full range of site visits and negotiations with developers, agents, Government Departments and third parties on all types of applications.
- Preparation of reports, correspondence, and recommendations in relation to any proposed development.
- Maintain close liaison with Building Standards Staff to ensure that both the Planning and Building Standards issues are fully dealt with.
- Carry out work in relation to Enforcement with the Planning Inspector.
- The preparation of background material in relation to appeals and the preparation of appeal statements in some cases.
- Provide assistance to the Team Leader in maintaining a diary of meetings, monitoring workload and performance data, preparation of routine correspondence and maintaining contact with Elected Members
- Improve service delivery by promoting continuous improvement and joint working with Council departments and external agencies.
- Assist the Team Leader and Planning & Development Manager by carrying out any other duties as may be required.
- To manage risk, promote risk awareness and prioritise work in light of the risk analysis.
- To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users.
- To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.

## Performance Management

The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.

- To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working.
- To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities.
- To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance.

## Job Requirements - Essential (E) | Desirable (D)

	E	D
<b>1. EDUCATION AND TRAINING</b>		
Educated in SCQF 9 Level in Planning or equivalent	✓	
MRTPI membership	✓	
Management training		✓
<b>2. EXPERIENCE</b>	E	D
3 years experience in Development Management post-MRTPI	✓	
- in Scottish rural area		✓
Presentation at Committee	✓	
Appeal experience	✓	
<b>3. SKILLS AND ABILITIES</b>	E	D
Independent decision-making	✓	
Management experience		✓
Ability to monitor performance	✓	
Complaint handling	✓	
Negotiation / advocacy	✓	
Ability to prioritise and work to deadlines	✓	
Customer-focussed	✓	
Good standard of written and spoken English	✓	



<b>4. KNOWLEDGE</b>	<b>E</b>	<b>D</b>
Knowledge of current planning legislation and procedures	✓	
- especially as applicable to Scotland		✓
Knowledge of national policy / advice	✓	
<b>5. PERSONALITY FACTORS</b>	<b>E</b>	<b>D</b>
Demonstrates leadership	✓	
Confidence	✓	
Enthusiasm	✓	
Diplomacy	✓	
Good judgement	✓	
<b>6. OTHER REQUIREMENTS</b>	<b>E</b>	<b>D</b>
Ability to drive and travel	✓	
Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours: Strengthen – our Communities   Understand – our children's needs   Protect – our vulnerable people   Promote – equality and diversity Open and transparent – at all times   Respect – our environment   Treat – each other with kindness		



# Job Description

<b>Job Title</b>	Principal Planner (Major Developments)	<b>Salary Grade</b>	Band 12
<b>Department</b>	Economy and Environment	<b>Job Evaluation Ref</b>	G564(2)
<b>Responsible To</b>	Team Leader (Major Developments)		
<b>Responsible For</b>	Development Management Assistants		

## Job Purpose

- Assist the Team Leader (Major Developments) in the management of the team in an efficient, effective, economical and customer orientated way and provide professional and related services to the specification and satisfaction of the Council per the Head of Economy and Environment and the Planning & Development Manager.
- Manage the Development Management Assistants and / or any technical support staff within the team and provide professional guidance and mentoring to Senior Planners.
- Provide professional Development Management and related advice to the Council, Elected Members, Statutory Bodies and the general public, through and on behalf of the Head of Economy and Environment and Planning & Development Manager.

## Main Responsibilities

- To assist the Team Leader (Major Developments) in managing the team processing Major planning applications and associated processes.
- To deputise for the Team Leader including acting as the Independent Planning Advisor in respect of the Local Review Body as required.
- To undertake the caseload management functions of assigned Major Planning Applications.

## Job Activities

- Manage the Development Management Assistants and / or any technical support staff within the team and support the Team Leader by providing mentoring and professional guidance to the team.
- Provide a professional, customer-focused Development Management and advisory service for all major planning applications and associated processes across the Dumfries & Galloway Council area.
- Achieve a professional, efficient, effective and economical delivery of this service to all customers via the proper management of the team to meet agreed performance targets and work with applicants to help achieve high quality development on the ground.
- Assist the Team Leader as required with the allocation of new applications and the issuing of decisions on the above applications, as the Appointed Officer, within the terms of the Council's Scheme of Delegation and also issue decision notices in accordance with decisions taken by the Planning Applications Committee.

- Assist the Planning & Development Manager in the preparation of Planning Applications Committee agendas and be responsible for the presentation of reports on these items to the Planning Applications Committee on behalf of the Head of Economy and Development.
- Personally process such applications as are allocated by the Team Leader.
- Monitoring the progress of applications allocated to the postholder within the area using the computer-based development management system.
- Providing advice and assistance to the public in relation to proposed developments.
- Carrying out the full range of site visits and negotiations with developers, agents, Government Departments and third parties on all types of applications.
- Preparation of reports, correspondence and recommendations in relation to any proposed development.
- Maintaining close liaison with Building Standards staff to ensure that both the Planning and Building Standards issues are fully dealt with.
- Carry out work in relation to Enforcement with the Planning Enforcement Team.
- The preparation of background material in relation to appeals and the preparation of appeal statements in some cases including where

- required providing evidence at Public Local Inquiries.
- Provide assistance to the Team Leader in maintaining a diary of meetings, monitoring workload and performance data, preparation of routine correspondence and maintaining contact with Elected Members.
- Improve service delivery by promoting continuous improvement and joint working with Council departments and external agencies.
- Assist the Team Leader and Planning & Development Manager by carrying out any other duties as may be required.

- including Code of Conduct, Health and Safety and Governance.
- To manage risk, promote risk awareness and prioritise work in light of the risk analysis.
- To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users.
- To take all reasonable measures to limit carbon emissions and reduce energy / resource consumption when undertaking work activities.

## Performance Management

The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.

- To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working.
- To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities.
- To manage your own performance in compliance with all Codes, Regulations and procedures

## Job Requirements - Essential (E) | Desirable (D)

	E	D
<b>1. EDUCATION AND TRAINING</b>		
Educated in SCQF 9 Level in Planning or equivalent	✓	
MRTPI membership	✓	
Management training		✓
<b>2. EXPERIENCE</b>	E	D
3 years experience in Development Management post-MRTPI	✓	
- in Scottish rural area		✓
Presentation at Committee	✓	
Appeal experience	✓	
<b>3. SKILLS AND ABILITIES</b>	E	D
Independent decision-making	✓	
Management experience		✓
Ability to monitor performance	✓	
Complaint handling	✓	
Negotiation / advocacy	✓	
Ability to prioritise and work to deadlines	✓	
Customer-focussed	✓	
Good standard of written and spoken English	✓	



<b>4. KNOWLEDGE</b>	<b>E</b>	<b>D</b>
Knowledge of current planning legislation and procedures	✓	
- especially as applicable to Scotland		✓
Knowledge of national policy / advice	✓	
<b>5. PERSONALITY FACTORS</b>	<b>E</b>	<b>D</b>
Demonstrates leadership	✓	
Confidence	✓	
Enthusiasm	✓	
Diplomacy	✓	
Good judgement	✓	
<b>6. OTHER REQUIREMENTS</b>	<b>E</b>	<b>D</b>
Ability to drive and travel	✓	
Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours: Strengthen – our Communities   Understand – our children's needs   Protect – our vulnerable people   Promote – equality and diversity Open and transparent – at all times   Respect – our environment   Treat – each other with kindness		



# Job Description

Job Title	Senior Planner – Development Management	Salary Grade	Band 11
Department	Economy and Environment	Job Evaluation Ref	G569(1)
Responsible To	Team Leader Major Developments / Team Leader Planning Applications		
Responsible For			

## Job Purpose

The postholder will be required to carry out a full range of work in relation to Development Management, including visiting sites, negotiating with applicants, agents and third parties and preparing reports on both delegated and non-delegated planning applications. The postholder will be required to carry out work in relation to enforcement in respect of their applications (in association with the Planning Enforcement Team) and appeals as well as giving advice to the public.

## Main Responsibilities

To assist the Team Leader in the carrying out of tasks related to the management of a development management workload, this will include:

- processing of applications
- preparation of report, appeals and associated correspondence
- attending and advising the Planning Applications Committee
- providing advice to the public on the submission of applications for planning permission, and advice on permitted development rights
- being responsible for checking formal pre-application advice prepared by Planning Assistants & Planners and issuing this correspondence on behalf of the Council as planning authority
- providing a mentoring role to Planning Assistants & Planners
- maintaining close liaison with Building Standards

## Job Activities

- Monitoring the progress of applications allocated to the postholder within the area using the computer based development management system.
- Providing advice and assistance to the public in relation to proposed developments.
- Carrying out the full range of site visits and negotiations with developers, agents, Government Departments and third parties on all types of applications.
- Preparation of reports, correspondence and recommendations in relation to any proposed development.
- Providing advice on planning applications to the Planning Applications Committee.
- Maintaining close liaison with Building Standards staff to ensure that both the Planning and Building Standards issues are fully dealt with.
- Carry out work in relation to Enforcement with the Planning Inspector.

- The preparation of background material in relation to appeals and the preparation of appeal statements in some cases.
- Provide assistance to the Team Leader in maintaining a diary of meetings, monitoring workload and performance data, preparation of routine correspondence and maintaining contact with Elected Members and Community Councils.
- Checking and issuing of formal pre-application advice prepared by Planning Assistants and Planners.
- Acting as a mentor to Planning Assistants and Planners.

## Performance Management

The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.

- To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working.
- To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities.
- To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance.
- To manage risk, promote risk awareness and prioritise work in light of the risk analysis.
- To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users.
- To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.

## Job Requirements - Essential (E) | Desirable (D)

1. EDUCATION AND TRAINING	E	D
Educated in SCQF 9 Level in Planning or equivalent	✓	
Chartered Membership of the Royal Town Planning institute	✓	
2. EXPERIENCE	E	D
Substantial experience in Development Management	✓	
- in Scottish rural area		✓
- renewable energy applications, especially wind farms		✓
Presentation at Committee		✓
Appeal experience		✓
3. SKILLS AND ABILITIES	E	D
Ability to monitor performance	✓	
Negotiation skills		✓
Ability to prioritise and work to deadlines	✓	
Customer-focussed	✓	
Good standard of written and spoken English	✓	



<b>4. KNOWLEDGE</b>	<b>E</b>	<b>D</b>
Knowledge of current planning law and procedures	✓	
- especially as applicable to Scotland		✓
Knowledge of national policy / advice	✓	
<b>5. PERSONALITY FACTORS</b>	<b>E</b>	<b>D</b>
Confidence	✓	
Enthusiasm	✓	
Ability to fit into team	✓	
Good judgement	✓	
<b>6. OTHER REQUIREMENTS</b>	<b>E</b>	<b>D</b>
Ability to travel & have access to a vehicle/transport	✓	
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Distinct cultures, places and landscapes shaped by centuries of history and landmark events.

## Main Conditions of Service

This post is subject to NJC terms and conditions of employment. The following list of conditions is not exhaustive and is provided only as a synopsis of issues commonly raised by applicants for employment with the Council.

<b>Salary scales</b>	Principal Planner £49,050 to £52,842 Senior Planner £44,187 to £47,643 Planner £36,285 to £38,952 Development Management Assistant £29,958 to £32,043
<b>Payment frequency</b>	Salary paid direct to bank or building society on 15th of each month.
<b>Holiday entitlement</b>	24 days rising to 29 days after five years continuous local government service (at the start of the leave year). In addition, there are 11 general and public holidays, seven of which are fixed. Additional annual leave can be purchased.
<b>Pension</b>	The Local Government pension scheme is available. Employee contributions are based on level of pay
<b>Notice period</b>	One months' notice on either side.
<b>Relocation package</b>	The Council offers a relocation package up to a maximum of £7,000 for you to move house to a suitable location in Dumfries and Galloway.



<https://www.businessfinanced.co.uk/employee-wellbeing-league-tables/>

<b>Interview expenses</b>	The Council pays standard class rail fares or car mileage at 17p per mile. Reasonable subsistence costs are also paid.
<b>Flexible working</b>	The Council offers a range of flexible working arrangements. Within the Service there are Hybrid working arrangements providing opportunities for home-based and office-based working. Attendance at site visits and occasional in person meetings will be required.

# Application Process

## Method of Application

Please complete in full the Council's Chief Officer Application form on the Council's recruitment website ([www.myjobscotland.gov.uk/councils](http://www.myjobscotland.gov.uk/councils)).

In your application please provide an outline of your experience, with particular focus on the requirements of this post as set out in the job description and person specification. You should also complete the Equal Opportunities Monitoring form, which will assist us to maintain fairness in recruitment and employment practices.

**Please note that CVs will not be accepted, and the Council's Application Form must be completed in full in order for your application to be considered.** Further guidance on how to apply for this job is available on the myjobscotland website at the application stage.

As part of the application process you will be required to provide the names, addresses and telephone numbers of two referees, one of which must be your current or most recent employer. Please note that references will be taken up prior to the assessment centre stage.

Canvassing of Members of the Council directly or indirectly will lead to disqualification.

## Selection Arrangements

Candidates will be advised of the selection arrangements at the shortlisting stage.

## Professional Qualifications

The Council may approach the appropriate bodies for confirmation of the currency of professional.



## Contact Us

The information referred to in this document is intended to provide you with the means to make an informed and considered application.

To arrange an informal discussion, please contact David Suttie, Planning and Development Manager at [david.suttie@dumgal.gov.uk](mailto:david.suttie@dumgal.gov.uk)

Alternatively please contact Human Resources on 030 33 33 3003 or e-mail [HR@dumgal.gov.uk](mailto:HR@dumgal.gov.uk), should you require further information or support with the application process.