

**LONDON BOROUGH OF MERTON**  
**ENVIRONMENT AND REGENERATION DEPARTMENT**  
**JOB DESCRIPTION**

**Post Title: HEAD OF DEVELOPMENT MANAGEMENT & BUILDING CONTROL**

**Grade: MG2**

**Division/Section: DEVELOPMENT MANAGEMENT AND BUILDING CONTROL, SUSTAINABLE COMMUNITIES**

**Location: CIVIC CENTRE, MORDEN**

**Responsible to: ASSISTANT DIRECTOR – SUSTAINABLE COMMUNITIES**

**Responsible for: Deputises for Assistant Director – Sustainable Communities. Directly Responsible for 5 Teams, approx. 50 staff**

**Date: April 2022**

**MAIN PURPOSES**

1. To manage the Council's statutory services of Building Control; Development Management (2 teams); Planning Enforcement, including Arboriculture and Conservation; Planning Admin and Planning Land Charges, ensuring the maintenance of high technical and professional standards.
2. To act as the Council's Chief Planning Officer in all Development Management matters, advising the CX, Directors and Councillors as required.
3. To ensure that the Council's Planning Committee(s) operates in a professional manner and to provide mandatory planning training for Councillors.
4. Lead the Development Management Service (DM) to make a significant contribution to the regeneration of the borough through the innovative and practical development of proposals for planning permission to ensure that growth and regeneration in the borough is delivered in line with the Development Plan and achieves high quality design and placemaking.

5. Develop strong working relationships with the Leader; Portfolio Holder; Chair of PAC and other elected Members.
6. Be responsible for engaging and negotiating with developers on the most strategic and controversial applications for planning permission, including planning obligations and any subsequent Public Inquiries. Ensure that development management income is maximised through the negotiation and use of Pre-Applications and Planning Performance Agreements (PPA's).
7. Acting as a Cost Centre Manager, to prepare, monitor and manage the capital and revenue budgets for the activities of the section to ensure that resources are managed in accordance with Departmental and Council requirements. Revenue Budget held in excess of £2m. Budgets for development schemes upon which the postholder has a direct influence are multi-million £.
8. To act as Merton's local authority liaison officer to the Emergency Services authorising major initiatives and expenditure to ameliorate any significant effect on Merton's residents in case of any major emergency.
9. Full delegation of authority is given to the Head of Development Management & Building Control and Principal Building Control Surveyor to ensure that building projects within the Borough are constructed to comply with the performance standards of the Building Regulations. This delegation covers the issue of safety certificates and the monitoring of safety at all sports grounds within the borough.
10. Ensure that the Council is advised of new and emerging legislation, such as the Fire Safety Act and the Planning White Paper, and ensure that services are changed accordingly to respond to the introduction of new legislation.
11. Provide an input into corporate initiatives as appropriate and liaise and participate across London with peer groups.
12. To ensure that an effective performance management system is maintained and applied so that the section delivers a service which meets statutory central government and local performance indicators.
13. To set building control charges at a level that recovers the cost of providing the service to its users and ensures that the market share of the business is maintained and increased.
14. To act as access officer to advise all departments on inclusive design and maintenance of buildings.

## MAJOR ACTIVITIES

1. To ensure the effective and efficient provision of a comprehensive range of building and development control services, including:
  - planning applications
  - planning appeals
  - tree preservation
  - planning advice and guidance
  - Section 106 Agreement negotiation and disbursement
  - full plans applications
  - building notices
  - enforcement
  - dangerous structures
  - safety in sports grounds
  - initial notices
  - regularisation applications
  - reversion applications
  - listed buildings and planning conservation
  - Planning and BC Land Charge Enquiries
2. To establish and maintain strategies and policies for the above services in line with Council policies and budgetary constraints and to develop the services to reflect changes in operational needs, legislation and other relevant factors.
3. To be responsible for the maintenance of high professional and technical standards within the section, including an up-to-date knowledge of relevant legislation, guidance standards and technology.
4. To ensure that quality control systems are in place to ensure that correspondence leaving the section is acceptable in terms of timeliness, content and customer care.
5. To lead on the recruitment of staff to the section including ensuring that job descriptions and person profiles reflect the duties required; to ensure staff training and development in accordance with their needs and the Departmental Training Plan, making best use of available resources.
6. To ensure effective monitoring of staff performance, including carrying out staff appraisals and monitoring sickness levels, and taking any necessary action with regard to staffing, in line with Departmental and corporate procedures.
7. Where appropriate, to manage tendering and contract procedures for the services and advise on the appointment of contractors and specialist

consultants; to instruct within the overall terms of reference of such appointments, monitor the performance of contractors and consultants and take appropriate action where deficiencies are identified.

8. When relevant, to comment on proposals from and provide information to government agencies and professional bodies working within the service area.
9. To maintain and develop arrangements to ensure that emergency situations within the services managed are dealt with effectively and safely.
10. To ensure effective liaison with other Boroughs and bodies dealing with building and development control matters; to maintain an awareness of equivalent activities in other local authorities so that the cost-effectiveness of the Council's position is continually optimised.
11. To provide regular reports to the Assistant Director and appropriate Committees regarding the performance of the Building and Development Control section on key service issues; to contribute to the overall management of the Division and, when required, to deputise for the Assistant Director.
12. To assess continually, demands and priorities imposed on the section and provide appropriate responses.
13. To ensure effective liaison with other Council service areas to ensure their service needs are fully taken into account.
14. To act as a Cost Centre Manager for the section
15. To explore and pursue all avenues for increased funding and generation of income to the service area, including Central Government Grant Funding, appropriate charging for services, and where relevant, increasing market share.
16. To prepare and present reports as required and offer advice to Members of the Council's Planning Applications Committee and to manage the preparation of reports detailing decisions taken under delegated authority
17. To prepare and present evidence and statements in response to planning appeals.
18. To represent the Department as required at meetings both within the Council and with external bodies.
19. To ensure that supplementary land charges queries are responded to in a timely and efficient manner and that an appropriate charge is levied.

20. To implement the Development Plan/emerging LDF and other Council policies through the building and development management processes and to have an input into the formulation and review of these policies.
21. To oversee the management of the enforcement process including issuing of Enforcement Notices, Stop Notices and enforcement appeals etc and to authorise and instigate legal action against persons contravening the building regulations in accordance with the Council's Building Control Policy.
22. To act as Borough Liaison Officer representing the Council at strategic meetings with the Heads of Emergency Services at any major emergency. Implementing actions and authorising expenditure to ameliorate the effects of any major emergency on Merton's residents.
23. To provide and manage a 24 hour, 365 days a year emergency call out service for dangerous structures and other major emergencies.
24. To carry out all duties and responsibilities in accordance with the Council's Equal Opportunities and Customer Care practices and take a proactive role in their development and implementation.
25. To monitor the effectiveness of IT equipment and and introduce new work practices as appropriate to ensure efficiency and effectiveness of the system.
26. To ensure that all staff reporting to the postholder are aware of corporate and Departmental health and safety policies and procedures and are trained in their implementation where necessary. To ensure that health and safety risk assessments are carried out and monitor the implementation of health and safety procedures, raising any concerns or suggestions or revisions with the Head of Division.
27. To be responsible for ensuring close and effective links between the section and elected Members (Particularly members of PAC). Including appropriate training for the same.
28. To carry out any other duties appropriate to the grading of the post as required by the Senior Management.

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**KNOWLEDGE, SKILLS AND APTITUDES**

1. Ability to motivate, lead and manage the performance of a Section.
2. Ability to conduct an open and communicative style of management, including good oral and written communication skills.
3. Ability to recruit, manage and develop staff including appraisal, training, counselling and discipline in a manner which meets the Council's standards and supports liP principles.
4. Experience of planning, programming, monitoring and delivery of projects and programmes of work in accordance with required timescales.
5. High level reasoning, analytical and decision-making skills, with ability to prepare and manage the delivery of a Business Plan for the section, including definition of objectives, targets and standards, overall financial planning and the development of strategies for service delivery including the use of information technology.
6. Experience of managing trade accounts and/or complex budgets, including budget preparation, financial monitoring and planning and bidding for external funding. To ensure that, through improved

	performance, maximum funding is obtained from Central Government via all relevant grant funding.
7.	Ability to develop an understanding of the different roles and needs of councillors, clients, consultants, contractors and the public in relation to the section's work, and the ability to provide excellent customer care and carry out effective consultation on proposals
8.	Experience of working with Councillors and/or working within a political environment
9.	Possess an up to date knowledge of professional practice and legislation relating to the activities of the section.
10.	Possess an up to date knowledge and understanding of Health and Safety requirements relating to the work place and team activities.
11.	Ability to lead on cross service projects and issues
<b>EDUCATION/QUALIFICATIONS (INCLUDING TRAINING)</b>	
12.	Degree or equivalent in a relevant subject.
13.	Membership of RTPI
14.	Management Qualification.
<b>EXPERIENCE</b>	
15.	At least five years experience of managing staff in respect of the following: <ul style="list-style-type: none"> <li>• Development Management and/or Building Control services</li> <li>• Individual projects</li> <li>• Individual programmes of work</li> <li>• The work of a team of at least 10 staff</li> <li>• Training</li> <li>• Performance</li> <li>• Discipline</li> </ul>
16.	Experience of managing complex budgets
<b>OTHER REQUIREMENTS</b>	
17.	A commitment to Equal Opportunities and the ability to deliver services to a diverse community.
18.	Prepare to work outside normal office hours as required in the interest of the service, including responding to emergencies.

