

**DUMFRIES AND GALLOWAY COUNCIL
PLANNING & ENVIRONMENT SERVICES**

JOB DESCRIPTION

Job Title: Team Leader Environment		Ref No: 5/511
Department: Planning & Environment Services – Development Planning and Environment	Band: 12	Location: Dumfries
Responsible To:	Service Manager	
Responsible For:	Environmental Planning team	
Job Purpose:	<ol style="list-style-type: none"> 1. To manage the day to day work of the Environment team, in an efficient, effective, economical and customer orientated way and provide professional and related services to the specification and satisfaction of the Council and Service Manager. 2. To manage the day to day work on environmental matters (landscape, biodiversity, archaeology and building conservation) in relation to Development Planning, Development Management partnership working and environmental projects. 	
Main Responsibilities:	<ol style="list-style-type: none"> 1. To manage the day to day work of the environmental planning team (landscape, biodiversity, building conservation, archaeology and forestry). 2. To manage environmental policy development input to the Development Plan, including in relation to windfarms and forestry. 3. To co-ordinate and manage the preparation of environmental strategies and guidance to support the Development Plan. 4. To manage the day to day Environmental Planning advice to Development Management. 5. To co-ordinate a council response from the Environment Team to Forestry Consultations and to develop appropriate systems to manage this work. 6. To develop and manage environmental initiatives and projects to conserve and enhance the natural and built heritage of the region and support economic regeneration through sustainable development. 7. To develop and steer partnership working with other agencies and organisations and corporately within the Council in relation to Environmental Planning. 8. To engage consultants and contractors as necessary to deliver strategies, studies, projects and construction works ensuring the relevant financial, contractual and health and safety procedures are adhered to. 9. To manage the collation and dissemination of environmental data including the Historic Buildings, Sites and Monuments Records. 10. To deliver advice and assistance to local communities, the voluntary sector and other agencies in relation to the archaeological and built 	

	<p>heritage, landscape and biodiversity of the region.</p> <p>11 To advise and support elected Members, Council Committees and Area Committees, ensuring they receive professional environmental advice in relation to relevant national issues and policies, local policy and strategy, development management advice and project development and implementation as appropriate.</p> <p>12 To represent the interest of the Council in relation to environmental matters with the Scottish Government, COSLA, the Forestry Commission, Scottish Natural Heritage, Historic Scotland and other agencies and organisations as appropriate.</p> <p>14 To assist the delivery of the provision of Customer Focused Services for the Environment Team to support the effective delivery of the Planning Services Operations Plan.</p> <p>15 To assist with financial and best value monitoring of the team, including monitoring relevant budgets.</p> <p>16 To authorise expenditure to the limit set by the Service Manager</p> <p>17 To improve service delivery by promoting corporate working with Council Departments and external agencies.</p> <p>18 This job description is not exhaustive and may be amended or added to consistent with the job purpose.</p>
Performance Management	To manage your own performance in terms of timekeeping, attendance, accuracy of work, quality of work, and compliance with procedures.
	To apply the Council's code of Corporate Governance.
	To manage risk, promote risk awareness and prioritise work in the light of risk analysis.
	For the service in which you are employed, to ensure proper health and safety procedures are utilised.
<u>Prepared by:</u>	Andrew Maxwell Service Manager
<u>Date:</u>	April 2010