



Role Profile

Job Title: Head of Planning	Role Profile Number: P/A
Grade: U	Date Prepared: September 2022
Directorate/Group: Strategic Development and Growth	Reporting to: Director of Strategic Development and Growth
Structure Chart attached:	Yes

Job Purpose

- Lead and oversee a Strategic planning function, ensuring delivery meets the statutory duties of the authority and, alongside the Strategic transport function, contributes to the economic, social and environmental capital of Swindon Borough.
- Strategically lead the range of planning functions in a co-ordinated manner on a day-to-day basis, ensuring that the service delivers modern, efficient and effective outcomes for all areas of the Borough and actively contributes to the delivery of the Council's Priorities.
- Assist the Director in the strategic leadership of all aspects of the strategic planning functions and department including deputising for the Director as required.

Key Accountabilities

- Provide leadership, management and development of a portfolio of strategic planning, infrastructure, delivery and growth services in line with Council priorities and financial targets.
- Take strategic responsibility for large revenue and staff budgets and locally funded capital investment programmes, and lead in ensuring that the council's statutory planning services and duties are met.
- Oversee the development of a coordinated strategic infrastructure delivery strategy ensuring that all areas of the Council are represented and that their requirements are fully integrated into the long term planning of the Borough.
- Act as lead officer and professional planning advisor for the Planning Committee.

- Coordinate and manage external consultants, partners and expert consultees who input into the service so that each organisation or group is able to do so in the most effective manner and understands their roles and responsibilities.
- Identify and deliver innovative, and where possible community or business based, cost effective solutions to achieve agreed outcomes for Swindon people.
- Deliver robust planning policies for the Borough through the timely production and review of the Local Plan, and other supplementary planning documents.
- Operate a cost effective service, maximising the use of IT whilst delivering efficiencies.
- Work collaboratively with senior officers of Swindon Borough Council, its elected members and other partners, statutory bodies and local authorities to achieve agreed outcomes.
- Lead and develop key partnerships with strategic delivery agents to achieve objectives relating to place-making, and delivery of customer-focused cost effective solutions for all aspects of the service.
- Contribute to the Council's objectives on climate change for zero carbon and ensure that carbon neutrality is embedded in both policy and practise.
- Lead, manage, develop and oversee the joined up delivery of statutory and regulatory activities and processes which contribute to delivering local priorities and statutory requirements.
- Lead all processes associated with the collection and spend of S106 and Community Infrastructure Levy contributions including distribution to Parish Councils where appropriate.
- Identify and secure external funding sources to enable the delivery of key economic development and infrastructure projects ensuring that they are delivered in accordance with the requirements of that funding.
- Provide oversight to major and locally controversial planning proposals, applications and infrastructure projects.
- Engage and co-operate, represent the Council's interests with key local, regional and national bodies to support the Director in driving the achievement of strategic objectives relating to place making.
- Ensure that the service contributes proactively to the Council's priorities and that the planning functions are used to enable the delivery of key corporate objectives.
- Ensure that the culture, behaviours and shared values that make the Council successful are embedded across the service and create an effective, equitable and efficient working environment to deliver Council vision, priorities and pledges.

- Ensure that the Councils diversity and equality duties and aims are met and maintained.

Supplementary Accountabilities

- Brief Councillors on key issues pertaining to the service, enabling their involvement as appropriate, supporting and assisting them in their decision-making.
- Perform the duties of the lead technical officer on all strategic aspects of planning and infrastructure.
- Inform, support and take responsibility for working practises to ensure that the service reduces its reliance on the Council's base budget, developing commercial awareness in its day to day work.
- Chair project boards and working groups as required associated with the delivery of key projects and strategic priorities for Swindon Borough Council and its partners.
- Review, and oversee key projects with significant budgetary.
- Oversee contract management of consultants, and facilitate lessons learnt.
- Drive successful performance measures ensuring they are realistic and deliverable, that they are monitored and reviewed, and that corrective action is implemented if required.
- Provide clear directional leadership and a motivational and inspirational environment for teams and individuals to develop.
- Participate in the Council emergency 'on call' rota as required.
- To provide leadership and co-ordinate service delivery and performance in the following service areas:
 - Planning Development Management,
 - Planning policy, the Local Plan and associated documents,
 - Neighbourhood Planning,
 - Infrastructure delivery planning and the management of process and practice related to developer contributions.
 - Master-planning, Design and Conservation,

Knowledge & Experience

- Proven ability of leadership at senior level within a Local Authority environment of key development management and planning policy functions covered by the role.
- A proven ability of successful change management, implementing and delivering new working policies and practices alongside significant cultural and structural change that deliver improved services for customers in a more efficient way.

- Ability to work across organisational and professional boundaries, to contribute to the establishment of the desired organisational culture, to partnerships and to challenge inappropriate behaviour.
- Proven experience of successful financial management including budget formulation, including an understanding of income generation in a Local Authority context, and the use of budgetary control, IT and management as a driver for functional and cultural change.
- A proven track record of establishing and sustaining a performance management culture, supported by effective and efficient management information systems.
- An ability to develop staff, building effective teams and leading multi-disciplinary professional staff to achieve organisational aims and objectives.
- An ability to lead and manage high profile projects and priorities.
- Extensive experience of supporting decision makers, including Councillors and statutory consultees and strategic partner organisations to achieve agreed outcomes.
- Experience of working with existing, new and emerging statute and using statutory processes innovatively to deliver improved outcomes for our residents.
- Experience of scheme delivery in a development context.

Qualifications

- Educated to degree level or equivalent qualification with relevant experience.
- Membership of, or eligibility for membership of, a relevant professional body.

Decision Making

- Powers of delegation require the post holder to be comfortable taking complex and potentially sensitive decisions.
- Can make effective decisions quickly and will act on own initiative in order to resolve problems.
- Is able to assess and manage risk.
- Shows creativity in using intellectual capital and resources to deliver cost effective services.
- Accountable for the successful operational delivery of the services.

Creativity and Innovation

- Constantly reviews ways of working and identifies opportunities to improve the quality of work of the service.
- Identifies creative solutions to Council-wide issues and takes action to implement them.
- Shows creativity in using resources to deliver cost effective services, engaging external experts where relevant, and looking beyond the boundary of current service delivery.
- Continually identifying, evaluating and implementing innovative new areas of partnership working where it is beneficial to Swindon.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed The postholder will be responsible for developing an affordable structure that covers the following areas in which direct reports are anticipated;</p> <ul style="list-style-type: none"> • Development Management (including Masterplanning, Design and Conservation) • Planning Policy (incl. Neighbourhood Planning) • Infrastructure Delivery • S106 \ CIL <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Day to day running of the various professional services including contracts and scheme construction projects • Detailed budget monitoring • Implementation of staffing and performance matters • Determination of Planning Applications • Responses to planning and infrastructure matters 	<p>Budget Holder</p> <p>Responsibility:</p> <p>Asset Responsibility:</p>	<p>Overall responsibility for the service area budget</p> <p>Revenue budget expenditure of Development Management (£1.30m*) Planning Policy (£.68m) Masterplanning, Design and Conservation (£1.30m*)</p> <p>(*income generating. Expectation that service is cost neutral)</p> <p>Infrastructure and S106 (£140,300)</p> <p>Various operational assets and equipment</p>
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Contacts and Relationships

- Working in a collaborative manner with Elected Members, Corporate Board, other directorates, external and internal stakeholders, community members and other bodies that interact with this role.

Other Key Features of the role

- Team player capable of influencing and working within cross-functional teams at all levels.
- Able to deal with ambiguity and the pace of change within local government, confidently making and standing by decisions in challenging situations and persisting with flexibility in the face of setbacks.
- Having the confidence to speak out for what is best for Swindon, even when it is not easy to do so.

- Ability to make site visits throughout the Borough and attend meetings outside the Borough.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	