



## Role Profile

<b>Job Title:</b> Service Manager – Planning Policy	<b>Role Profile Number:</b> SBC_11943
<b>Level:</b> CFL 12	<b>Date Prepared:</b> December 2023
<b>Directorate/Group:</b> Economy and Development	<b>Reporting to:</b> Head of Planning
<b>Structure Chart attached:</b>	No

### Job Purpose

To manage, develop and deliver all aspects of statutory planning policy for Swindon Borough including planning for transformational strategic projects of a sub regional scale, the Boroughwide Local Plan, Neighbourhood Plans, Statements of Community involvement, Supplementary Planning Documents and a Local Development Scheme, and to lead other Corporate projects, including decision making that will impact on the built environment for decades to come.

To provide justification and monitoring of Planning policy and guidance, including the management and control of all resources required to undertake the projects and to prepare and present appropriate recommendations to policy making bodies, examinations, appeals and tribunals.

To engage in joint working looking towards longer term development of the Swindon area, including with Wiltshire Council, local communities and other statutory consultees.

Responsible for professional staff, and for budget responsibility for the Planning Policy and Infrastructure functions.

- To manage and co-ordinate the preparation, monitoring and review of the Development Plan, including the delivery of a Local Plan for Swindon Borough, Neighbourhood Development Plans, Minerals and Waste Plans, a Statement of Community Involvement and Supplementary Planning Guidance.
- Co-ordinate and deliver key projects required in the production of statutory planning documents for Swindon Borough and its neighbourhoods \ localities including the management of staff allocated to each project.
- Work programming and Project Management and the relationship of your work to other teams, the wider Council and other key stakeholders.

- Ensure that the Council's adopted strategy and objectives are delivered through integrated land use planning policy.
- Prepare and present technical evidence to inform and support sub-regional planning or development proposals of a sub-regional scale including town expansion and regeneration schemes.
- Represent the Local Planning Authority in discussions about current or proposed policy developments, development applications and implementation projects with national and local organisations and communities.
- Co-ordinate a policy input into key planning applications as required.
- To ensure the co-ordinated long term delivery of strategic infrastructure including green infrastructure, built and natural environmental enhancement
- Represent the Council at planning appeals, public examinations, inquiries and on other working groups and forums, including acting as the lead planning expert on complex and controversial schemes with significant policy implications.
- Ensure the involvement of appropriate Community, Business and Developer representatives in the development and delivery of planning policy.
- To deputise for the Head of Planning, as required.

### **Key Accountabilities**

- To manage all aspects of statutory planning policy development and delivery for Swindon Borough effectively, ensuring engagement in the relevant processes.
- Lead the establishment, co-ordination and management of multi-disciplinary and cross organisational working parties or project teams to develop new policies and guidance and to ensure that policies are appropriately justified and delivered.
- Lead on the Council's planning contribution, response and representations to national, sub-regional and adjacent authorities.
- Ensure that the Borough's strategic policy framework reflects and accords with statutory requirements, government guidance and expresses the vision and objectives of the Council.
- Develop and lead partnerships with statutory and voluntary bodies, including communities to develop Neighbourhood Plans and to inform planning policy.

- Develop and maintain appropriate service contacts and linkages throughout the Council, other local planning authorities and the private sector in the furtherance of planning policy justification, drafting and delivery.
- Manage and co-ordinate negotiations with developers, agents and applicants including pre-application discussions, and matters for inclusion in legal agreements, and oversee the commissioning of external consultants in the furtherance of these duties where required.
- Continuously identify and implement service improvements and VFM opportunities and implement improvement in delivery.
- Develop and draft resilient policies and protocols for the delivery of Corporate Strategies and Council assets through the Development Plan process.
- Develop and lead partnership working with statutory and voluntary bodies in the production of guidance and procedure notes and lead on aspects of these projects when required.
- Manage and co-ordinate research projects, reports and studies required to justify and inform planning policy and interpret findings, including the management of consultants to assist in delivery of the service.
- Lead on analysis in relation to sub regional and local infrastructure, housing and employment land supply and requirements.
- Lead the establishment, co-ordination and management of multi-disciplinary working parties or project teams necessary to the successful fulfillment of a project.
- Manage and monitor budgets as appropriate to the work of the team.
- Provide professional planning advice at public meetings, Committees, Cabinet, planning appeals and examinations.
- Prepare and present evidence on all aspects of policy or in support of a refusal of a planning or related application at public meetings, examinations, inquiries, hearings, Magistrate and County Courts or other statutory and non-statutory tribunals as required to support the Council's decisions, policies, plans and strategies.
- Proactively lead and manage staff including their development, performance and capability, with direct line management responsibility for professional staff, including some at a Senior level.
- Respond to communications from adjoining authorities on development proposals which may have an impact on the Swindon Borough area.

- Respond to Government consultations including draft planning legislation and guidance on behalf of the Local Authority.
- Manage, co-ordinate and deliver key projects required in the continual improvement of the Planning function within Swindon Borough Council including reporting, and to assist in the implementation of procedures to ensure that the service delivers VFM.
- Any other duties appropriate to the level and responsibilities of the job.

### **Supplementary Accountabilities**

- To participate in equality and diversity training, information briefings and events as and when required as part of continuous professional development.
- To promote equality and diversity best practice in all areas of work.
- To promote the Council's policies and procedures for good records management; ensure that all information related to the post and functional responsibilities is created, maintained, stored and retrieved in accordance with the Council's procedures and policies and legislative requirements.
- Attending evening meetings outside normal working hours as required to undertake the key accountabilities identified above.
- Ensure that any identified personal training needs are discussed with the immediate supervisor including being appraised in accordance with the Council's development and appraisal scheme and to undertake a programme of continuous development.

This role profile is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the Service Area, always in consultation with the post holder.

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Experience of leading the preparation and review of key elements of Development Plans including the development of planning policy, and the management and delivery of key projects at a senior level.
- Experience of managing and delivering complex projects.
- Experience of defending planning policy at Examinations, Appeals and other tribunals.
- Experience of partnership working and developing synergies within the organisation.
- Experience of joint working with the community, businesses and/or other public \ private sector agencies.
- Experience of project and people management at a senior level.
- Evidence of professional capacity to undertake the role and or appropriate experience.

- Must be able to undertake site visits.

**Qualifications**

- A qualified Planner, with membership, of an appropriate professional institution.

**Creativity and Innovation**

- The post-holder is expected to assist the Head of Planning in the continual review of the and promote innovative methods of solving existing problems and creating new opportunities to improve the service.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• Number and types of jobs managed</li> <li>• The post holder will be expected to carry out Appraisals and regular 121s of officers within the team.</li> </ul>	<p><b>Budget Holder Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>Yes</p> <p>Laptop, phone, tablet (shared), other office equipment to facilitate working from home.</p>
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**Contacts and Relationships**

- Working closely together, improving communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships is fundamental to this role. Working in a collaborative manner with external and internal customers, community members and other bodies that interact with this post is essential.

**Other Key Features of the role**

Working environment – carrying out site visits in all weather conditions on site whether the ground is uneven  
 Regular attendance at council and other meetings outside of usual office hours including evenings and weekends

Representing the Council at meetings and public events with the public and other interest groups with the potential for verbal abuse and aggression