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| Job Title: | Deputy Service Manager (Planning Policy) | Role Profile Number: | SC2446 |
| Grade/s: | Grade R | | Second Amend: September 2015 Job Title updated February 2019 |
| Directorate/Group: | Service Delivery | Reporting to: | Service Manager – Planning Policy |

Job Purpose

To lead on the delivery of Local Planning Policy Documents, undertaking consultation and research as part of their preparation, and to provide planning policy advice to the Council including representing the Council at examinations, appeals and tribunals.

Key Accountabilities

- To lead on the preparation, either in full or in part, of any planning policy documents included in the Council’s Local Development Scheme as identified by the Service Manager – Planning Policy. This task includes representing the Council in the public examination of such documents.
- To lead on the preparation of evidence required to inform the policy making process and/or to monitor the effectiveness of policy, including conducting and/or commissioning and managing research projects, and to manage any associated consultancy budget.
- To ensure effective engagement with all individuals and organisations having an interest in the policy making process, including development industry professionals, relevant agencies and organisations, community groups, elected representatives and the general public. This will include the provision of advice to a wide range of stakeholders and the carrying out of public involvement exercises relevant to the work being undertaken.
- To assist parish council and neighbourhood forums in the production of Neighbourhood Plans and Neighbourhood Development Orders.
- To prepare and implement planning orders, notices and development briefs as directed by the Service Manager - Planning Policy.

- To coordinate and liaise with Council services, external public agencies and statutory undertakers to ensure infrastructure requirements are aligned to local development plans.
- Assist in the delivery of the Council's priorities particular as they relate to planning policy.
- Promote opportunities for joint working with other agencies and ensure the Council fulfills its 'Duty to Co-operate' requirements
- To prepare Committee/Cabinet reports on a range of planning policy matters.
- To provide planning policy advice to the Council on planning applications, particularly those that are large and complex, including attendance at Planning Committee meetings when required. Additionally, this will involve advising on appeals and defending the Council's decision at public inquiries.
- To supervise junior officers to ensure that best value is achieved and performance targets are attained, including assisting in the identification of training needs.
- Assist in the development of business plans and team plans to ensure that corporate and service targets the teams are achieved.
- To deputise for the Service Manager – Planning Policy when he/she is absent.

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.
- Ability to travel across the Borough for meetings and site visits, ability to drive.

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 in leading on the preparation and review of key elements of Development Plans including the development of planning policy.

- Thorough knowledge of UK planning legislation, policy and guidance particularly in relation to the preparation of Local Development Plans, Supplementary Guidance and related Action Plans.
- An appreciation of the value of place and placemaking skills.
- Experience of analysing and interpreting planning and socio-economic data.
- Experience of preparing and presenting reports to Committee
- Experience of the preparation and presentation of evidence to Public Examinations, Appeals and Inquiries.
- An Understanding of Community Planning and its relevance to land use planning
- Knowledge of the development industry and an understanding of development viability and the development process.
- Proven communication and negotiation skills with a wide range of stakeholders and commercial organisations.
- Experience of successfully managing projects, including the commissioning of tasks
- Computer literacy in word processing, database, spreadsheet and presentation packages and ideally geographic information systems.
- Experience of staff supervision.

Qualifications

- A postgraduate MA or Diploma in Planning or a related discipline (required to ensure an appropriate degree of technical knowledge).
- Membership (or eligibility for membership) of the RTPI (required to prepare and present evidence at planning inquiries).

Decision Making

- Judgemental assessments made on land use allocations, applications and planning policies at all levels with implementation being up to 30 years, and planned developments lasting for hundreds of years once built.
- Judgemental advice to elected members in relation to planning policy formulation and interpretation.
- Key decisions taken whilst representing the Borough Council in relation to all aspects of local plan policy.
- Judgment required on responding to requests for information, including detail, analysis and presentation.
- Delegated responsibility for certain minor policy formulation and amendment at Public Examinations and Inquiries.
- Project Development – decisions are made on project management and methods of project development, with short term implications.

Creativity and Innovation

- Ability to work and present such work in a logical and coherent manner
- Ability to think strategically and laterally
- Commitment to best practice and explore new ways of working to deliver a cost effective service
- Commitment to continuous improvement
- Flexibility to meet the varying demands of the role
- Advising on methods to help improve the public perception of the Planning Department

Job Scope

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| <p><u>Number and types of jobs managed</u> Day-to-day supervision of a planning graduate and any temporary/casual staff.</p> <p><u>Typical tasks supervised/allocated to others</u></p> <ul style="list-style-type: none">• Assignment and progress checking of tasks to fulfil the departmental/team business plan• Checking of policy comments to planning applications• Ensure accurate and quick response to end customers• Provide professional guidance and advice to ensure graduate planner career progression | <p><u>Budget Holder Responsibility</u> <i>(Does the job role have managerial or operational control (line) accountability for key end results or</i> <i>Is the job role’s budgetary responsibility shared i.e. an Architect may share the budget with Contractors, on a Capital scheme</i> <i>or</i> <i>is the job role’s budgetary responsibility contributory i.e. where jobs are accountable for offering advice, influencing decisions</i></p> <p><u>Asset Responsibility</u></p> | <p><i>Yes/No</i></p> <p>Laptop, Mobile Phone, Personal Protective Equipment (for site visits)</p> |
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Contacts and Relationships

- Members of the Council – Formal written and verbal contact through working parties and committees and regular informal liaison as appropriate.
- All Directorates – regular contact in contributing to Corporate Policy, developing Local Policy and providing policy advice on corporate proposals based on professional judgements.
- Directorate of Law and Democratic Services – day to day contact in terms of drafting and circulation of cabinet \ committee reports and in managing, co-ordinating and preparing cases for Inquiries and tribunals.
- Head of Communications and Insight – day to day contact in terms of ensuring that the media are provided with accurate information regarding development planning issues.
- Neighbouring Planning Authorities – day to day contact on planning studies, projects and Plans and ensuring the Council’s Duty to Co-operate is fulfilled.

- Government Bodies - regular contact in respect of planning work and advice and ratification of local policy documents.
- Local Enterprise Partnership – regular contact in respect of strategic planning policy, information and advice
- Key stakeholders and community organisations – ongoing engagement throughout the statutory planning process, formalised through the Statement of Community Involvement, and regular presentations to Parish liaison groups, Parish Council meetings, public and/or community meetings (monthly) and day to day liaison with Forward Sindon.
- Members of the Public - daily contact with members of the public responding to telephone, e-mailed or written enquiries.
- Consultants engaged to undertake duties pursuant to the progression of borough wide planning policy.

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

Other Key Features of the role

- A willingness \ ability to work from home at times
- Potential work outside of normal office hours
- Potential lone-working at times
- Potential for some manual handling e.g. Box files, IT equipment

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