



Role Profile

Job Title: Head of Planning	Role Profile Number: RTH39
Grade: T Salary:	Date Prepared: July 2020
Directorate/Group:	Reporting to: Director of Strategic Development
Structure Chart attached:	Yes

Role Overview:

To manage the day to day delivery of the full range of Planning services, and the co-ordination and improvement of planning services across the Directorate and wider Council, ensuring that delivery achieves agreed outcomes in accordance with local priorities.

To assist both external investors and the Council in developing key projects through the Planning system.

Assist the Director in the strategic leadership of all aspects of the Planning service.

Job Purpose

- Manage the joined up delivery of all aspects of the Planning service ensuring that high quality agreed outcomes are achieved in accordance with Council priorities and statutory requirements
- Coordinate and manage external partners and expert consultees who input into the planning service so that each organisation or group is able to input into the planning system in the most effective manner and understands their roles and responsibilities
- Ensure that Swindon's planning policy is up to date and that it is represented on relevant sub regional, regional and national forums as appropriate
- Identify and deliver innovative, and where possible community or business based, VFM solutions to achieve agreed outcomes for Swindon people
- Operate a cost effective service, maximising the use of IT whilst delivering efficiencies
- Deliver sustainable solutions against clearly defined and agreed requirements, with a local focus
- Embed effective performance management in the planning process
- Adopt and operate a risk based approach to managing demand
- Recognise and manage the diversity of stakeholder requirements
- Deputise for the Director as required.

Key Accountabilities

To;

- lead the joined up management and effective delivery of the Council's Planning function and, ensuring that Councillors and other key stakeholders are fully engaged in the development process,
- effectively manage professional processes involved with the Planning Committee, Planning Appeals, Enquiries and other ad hoc Committees and liaison groups as required,
- direct, lead, develop and motivate staff and external partners to ensure that the Council's objectives are achieved, core values upheld and priorities delivered through the planning process,
- ensure the formulation, preparation and presentation of professional, clear and accurate planning policy at all levels, and reports to decision makers and other stakeholders on matters related to planning services, which deliver the Council's priorities,
- oversee the implementation of specific projects involving planning services. Co-ordinate the work of internal staff, external consultants and partners, and liaise effectively with all relevant stakeholders, including developers, businesses and the community,
- provide day-to-day contract management of delivery partners
- support/ build community capacity and capability, developing an understanding of the role that planning plays in creating vibrant neighbourhoods
- work with communities to develop Parish or Neighbourhood Plans
- facilitate collaboration between different providers and develop delivery partnerships,
- ensure success & performance measures are realistic and deliverable, and put appropriate measures in place to address performance issues,
- transfer skills and knowledge to the community as part of service delivery,
- promote the best practice and outcomes of the Planning service to national professional media and other outlets,
- continuously identify sustainable service improvements and VFM opportunities and implement improvements, including proposals for increasing income, simplifying process, harnessing IT solutions and reducing regulation
- monitor and review budgets pertaining to the area of responsibility, recommending appropriate action to ensure that the service remains cost effective monitor and review performance of the Planning service and develop (and implement) strategies for continuous improvement.

Supplementary Accountabilities

To provide leadership and co-ordinate service delivery and performance in the following service areas;

- Forward Planning, Planning policy (including minerals and waste strategy and policy), Parish and Neighbourhood Plans, and Supplementary Planning Documents
- Development Management, including delegated authority for approving planning applications, and the development of Local Development Orders
- Major development schemes, Urban design and Masterplanning
- Landscape, Conservation, Ecology and Contaminated Land
- Planning Enforcement (in conjunction with the Business Manager – Regulatory Services)

Knowledge & Experience

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

- Leading and managing professional service teams at a Senior level
- Developing synergies and partnerships within the organisation and externally
- Wide ranging managerial skills to drive services and ensure the strategic direction of the Council is effected on a value added basis
- Significant financial knowledge of trading accounts or other budgets
- Extensive experience of successfully delivering complex planning projects and improvement through negotiation and leadership
- Member of, or eligible for membership of, the Royal Town Planning Institute
- Experience of dealing with and leading complex planning applications and planning policy formulation
- Strong programme and project management skills and experience, with a proven record of leading complex planning projects within a change agenda
- Leading the management of change and implementing new ideas
- A working knowledge of development and construction industry practices, procedures and behaviours
- Proficient in the use of IT tools
- Strong organisational skills, diary management and the ability to work to deadlines in a pressurised environment
- A working knowledge of Planning legislation and practise including Development Management and Planning Policy
- Experience as a lead witness at either planning enquiries, examinations in public or appeals
- Ability to make site visits
- Full driving licence

Qualifications

- Qualified planner with appropriate level of experience

Decision Making

- Can make effective decisions quickly and will act on own initiative in order to resolve problems
- Shows creativity in using resources to deliver cost effective services
- Experience of decision making in a political environment.

Creativity and Innovation

- Reviews and implements ways of working and identifies opportunities to improve the quality of work of the team
- Demonstrates creativity in using resources to deliver cost effective services
- Identifies new ways of working with partners and communities

<p><u>Job Scope</u></p> <p>Number and types of jobs managed Service Manager – Planning Policy Masterplanning, Design and Conservation Manager Deputy Service Managers (Development Management and New Eastern Villages) (x2)</p> <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 long term planning projects • Detailed budget monitoring • Implementation of staffing and performance matters • Day to day technical and professional planning matters • Responses to enquiries 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>Yes</p> <p>Service Manager – Development Management (£1.30m*) Service Manager – Planning Policy (£.68m) Service Manager - Masterplanning, Design and Heritage (£1.30m*)</p> <p>IT equipment, some bespoke to the planning service</p>
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Demonstrate abilities as both a leader and team member who enjoys a good working relationship with colleagues and stakeholders at all levels
- An ability to work with the Director to co-create VFM and quality solutions to planning issues

Values and Behaviours

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

- Ability to focus on what needs to be done, and doing it, demonstrating resilience in service delivery
- Ability to improve skills and competency level of others, including senior professional staff and enable them to perform tasks more effectively to their full potential
- Demonstrate the ability to tackle poor performance in a timely and appropriate manner, in accordance with Council policies and good employment practices
- Ability to recognise and assess the cost and risk implications of proposed actions and take actions to ensure financial loss and business risk are minimised
- A customer focused approach

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