JOB PROFILE

# Recruitment Information:

**Post title** **:** Planning Policy Divisional Manager

**Service:** PlanningPolicy -Based at East Pallant House, Chichester, West Sussex. PO19 1TY

**Directorate:** Planning and Environment

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# JOB Profile SUMMARY

Job Title Divisional Manager – Planning Policy

Reports to Service Director – Planning and Environment

The Planning and Environment Directorate comprises three service areas: Planning Policy, Development Management and Environmental Protection with each being led by a Divisional Manager. Together these services provide a focus for environmental issues, including the achievement of sustainable development which is respectful of the built and natural environment.

The Planning Policy service includes four service areas: strategic and local planning, neighbourhood planning, infrastructure planning and conservation and design – see attached structure chart.

# 1.0 main Purpose of JOB

* 1. To manage the delivery and development of all functions within the Planning Policy service.

* 1. To ensure the achievement of the Council’s relevant strategic objectives and the efficient and effective operation of individual services. To ensure those services deliver their functions to the standards set by legislation, policy or management to provide a high quality of service to customers. To ensure resources are provided and managed appropriately. To manage the political environment within which the service operates.

1.3 Actively contribute to corporate initiatives or projects.

# 2.0 Key Duties/Accountabilities

2.1 Leadership of the service including overall responsibility for continued service development to ensure the provision of effective, efficient and modern services, meeting the standards and performance expected by the council.

* 1. Management of the service to ensure the delivery of high quality value for money services meeting high levels of customer satisfaction, service performance standards including staff performance and personal development.
  2. Contribute to and advise on preparation of the service budget, monitoring and control of income and expenditure and to ensure financial outcomes are in line with the approved service business plan.
  3. The effective and efficient use of resources to deliver service functions.
  4. To ensure health and safety legislation, policy and procedures are adhered to in all relevant service functions.
  5. To ensure the Service complies with the relevant legislation, council policies and the Constitution.

# 3.0 Additional Duties & Accountabilities

* 1. tOTo deliver services to meet established criteria and government performance requirements and ensure that comprehensive arrangements are in place to manage and monitor progress and to intervene and improve as may be necessary.
  2. To prepare the annual Service Plan and manage and monitor performance targets and the implementation of projects within it.
  3. To report to the Director and be accountable for progress in relevant areas and to lead and develop the teams, oversee and co-ordinate as necessary progress on strategies, projects and work areas to ensure the provision of an efficient and effective service and achievement of work plans, including providing support and guidance for team members.
  4. To ensure that the teams work closely and effectively with other teams within the Directorate and across the organisation.
  5. To foster the well-being of staff by giving and sharing experience, by keeping up to date with changes in legislation and policy and by involving staff in more complex matters at appropriate opportunities.
  6. To ensure that subordinate managers and staff are trained and fully equipped to discharge fully their given areas of responsibility and to oversee the preparation and implementation of the service training plan.
  7. As a member of the Directorate Management Team to attend and contribute fully to the development and achievement of determined priorities.
  8. To develop effective working relationships with other Divisional managers and contribute and facilitate as necessary in relation to the functions of the Directorate to ensure efficient delivery of services and other strategic plans and objectives.
  9. To act as the Council’s expert witness on the Local Plan and other policy documents and to represent the Council in Examination and Inquiries as necessary.
  10. To perform all tasks (individually or by supervision of the work activities of staff) necessary to assist the Director to ensure the timely preparation of the Local Plan, including:

(a) Commissioning and preparation of appropriate research, data assembly, survey, analysis and monitoring on the wider aspects of planning, land use and community needs to inform the aims, objectives and context of the emerging Local Plan.

(b) Maintaining the Statement of Community Involvement and carrying out of appropriate consultation and publicity.

(c) Preparing the Local Plan and associated documents in accordance with the Local Development Scheme.

(d) Ensuring that the necessary sustainability appraisals and strategic environmental assessments are prepared to accompany the Local Plan.

(e) Ensuring the publication of evidence and documentation within prescribed timescales and budgets.

(f) Implementation and use of the Community Infrastructure Levy to support the delivery of the Infrastructure Business and Delivery Plans.

(g) Monitoring the performance of Local Plan policies and ensuring the preparation of appropriate annual monitoring reports.

(h) Taking a significant role in the presentation of Local Plan proposals and related matters to the Cabinet, Development Plan and Infrastructure Panel and other Council Committees.

* 1. To provide advice, leadership and support on policy, infrastructure, conservation and design matters to members and other Services including provision of advice on District Council proposals and significant planning applications.
  2. To assist with the implementation of Local Plan proposals and related projects, including co-ordination of other Service’s activities, contractors, etc.
  3. To participate and lead on liaison with relevant authorities including West Sussex County Council and the Coastal West Sussex and Greater Brighton Strategic Planning Board under the Duty to Cooperate and in relation to strategic planning issues.
  4. To assist with the selection, appointment, supervision and payment of consultants in line with Council policy.
  5. To contribute to the Council’s corporate objectives by active participation in cross service topic groups.
  6. To keep abreast of professional trends and relevant local information.
  7. To attend meetings and present reports to Cabinet, Council and any other member meetings, Task and Finish Groups and meetings of Parish Councils and to represent the Council at liaison and joint authority working parties and interest groups as appropriate.
  8. To manage leave, absence and related operational matters arising from other managers reporting directly to the postholder.
  9. To be responsible for the consideration of service complaints and support the response to Ombudsman investigations.
  10. To represent the Service on external, internal and other groups as required.

# 4.0 KNOWLEDGE, SKILLS & EXPERIENCE

## Business Knowledge

* 1. Demonstrable achievement in providing strong, decisive leadership for multi-disciplined teams/individuals.
  2. Successful track record of establishing a strong service performance culture to continually improve standards, value for money and outcomes.
  3. Experience of managing change.
  4. Experience of applying employment related procedures, policies and legislation where appropriate.
  5. Ability to deliver/undertake difficult messages and conversations.
  6. Ability to fully understand the functions, roles and key accountabilities for those services for which the role is responsible for in order to support the principal officers/staff and to effectively interpret this knowledge to a wider audience.
  7. Extensive knowledge of the current national and local government agenda specifically in relation to planning policy, infrastructure planning and conservation and design.
  8. Extensive experience working within a planning environment within the public sector.
  9. Achievement at a management level within a complex and customer focused environment.

## 5.0 Essential Functional/Technical Skills

5.1 Ability to demonstrate leadership qualities that genuinely motivate and instil commitment in others.

5.2 Ability to think and plan operationally, set realistic objectives, lead and inspire people and prioritise resources.

* 1. Political judgement and a high degree of political sensitivity.
  2. Experience of leading & implementing major change with the resources available.
  3. Highly developed analytical, networking, advocacy, oral, written and presentational skills.

5.6 Ability to work under pressure and to tight timescales to deliver projects and performance targets.

* 1. Contribute to partnerships and stakeholder groups to deliver wider community projectsand/or Council initiatives in your role as a representative of CDC.
  2. Experience and ability to promote a positive enabling culture.
  3. Ability to successfully analyse complex issues and situations and provide practical and creative solutions.
  4. A detailed knowledge of planning legislation and policy, particularly in relation to Local and Neighbourhood Planning.
  5. Ability to be able to negotiate with key infrastructure providers and promoters/developers.
  6. Ability to devise and deliver against a detailed project plan with key dependencies and milestones identified.
  7. An appreciation of matters of design, aesthetics, architectural history, development viability, landscape assessment and building technology.
  8. Diplomatic and confident manner when dealing with the public, colleagues, applicants and agents.

## Qualifications

* 1. Relevant degree or equivalent level qualification is essential.
  2. Management qualification is desirable.
  3. Extensive relevant experience is essential.
  4. Member of the Royal Town Planning Institute or equivalent is essential.

## 7.0 Personal Attributes/Competencies

* 1. Reliable and resilient individual.
  2. Project management.
  3. Commercial acumen.
  4. Managing performance.
  5. Self-sufficiency.

7.6 Risk management.

This Job Profile is a description of the job as it is currently comprised.  The Council reserves the right to review and amend this Job Profile from time to time, if required to enable it to effectively carry out its functions.  Any changes that are made would be done so in consultation with the post holder and would be commensurate with the grade or salary of the post.