**Job Description & Person Specification**

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| **Post Title** | Planning Strategy Manager |
| **JE Reference**  | W99 | **Grade**  | I+ | **SCP Range** | 46 - 48 |

**Reporting line:**

Head of Planning and Development

Planning Strategy Manager

Planning Strategy Team

# **Job Purpose:**

The post holder will report to the Head of Planning and Development and will be directly responsible for managing the Planning Strategy Team including staff, performance, budget control and service improvement. The Team will be led and managed in a manner which takes account of all relevant legislation and agreed policies of the Council.

Responsible for the preparation, implementation and evaluation of statutory and non-statutory planning policy documents, such as the Local Plan and the effective understanding and delivery of plan objectives in line with national policy.

Supporting the Head of Planning and Development in respect of engagement with internal and external (sub-regional and national) partners and stakeholders, particularly in the development of service wide improvement initiatives.

Ensure that the Council’s interests are represented in the development of strategic planning policies at a larger than local level.

To contribute to the development of cross sector and cross service delivery in line with the priorities set by the Councils Sustainable Community Strategy – ensuring that the Council’s interests are represented in the development of strategic planning policies and that they play an underpinning role in the Council’s corporate objectives

Responsible for effective line management of staff within the Planning Strategy Team, and ensure effective service delivery and cascading of Council and Service policies and procedures.

# **Relationships:**

**Accountable to:** Head of Planning and Development

**Accountable for:** Planning Strategy Team

**General Contacts:** Support the effective interface of the Team with Directors, Heads of Service, Portfolio Holders, Elected Members, and national and local stakeholders

# **Key duties and responsibilities:**

1. Provide professional leadership and management of the Planning Strategy Team with a clear emphasis on continuous improvement, performance management and customer service.
2. Deputise for the Assistant Director, Economic Growth and the Head of Planning and Development, particularly in relation to planning policy and design matters but also the wider aspects of the Strategic Planning Team when required.
3. Lead officer for the design, implementation and monitoring of a robust Local Plan for Redcar and Cleveland, including the development of Area Action Plans, Supplementary Planning Documents and any other supporting or complementary documentation, which supports the Council’s economic growth ambitions.
4. Preparation and implementation of development briefs.
5. Participation in the formulation and implementation of development projects and regeneration schemes, including helping to secure funding from a range of sources, both internal and external to the council.
6. Provide an effective policy input into the Development Management (planning) processes, the Council’s Corporate Plan, and other statutory and non-statutory plans and functions of the Council, as well as providing input into responses to similar consultation from others.
7. Represent the Council and ensure effective participation in the formulation of strategic plans by other bodies, both locally and nationally.
8. Be the Council’s principal advisor on matters relating to the Local Plan, specialist conservation, landscape and design advice, and other spatial planning policy matters.
9. Prepare and present reports and represent the Directorate, when required, at Council, Cabinet, Committees, Public Meetings, Working Parties and consultative forums,
10. Act on behalf of the Council as an expert witness at Public Inquiries, Examinations in Public Hearings or in Court.
11. Management of a very large budget for those services under the control of the post and in particular, to keep under review the cost of progressing the Local Plan, especially when assessed against the need to meet timetabled commitments and New Homes Bonus or other income generated deadlines. To keep discretionary charges under review, together with these instances where discretionary charges may be introduced in the future.
12. To advise the Head of Planning and Development on staffing levels, the affordability of specialist consultants’ advice and changes to the Local Plan timetable resulting from budgetary considerations and ensuring that any forecast deficit or surplus are notified to the Assistant Director, Economic Growth in a timely fashion.
13. To provide cover and assistance in other areas of the service as may be necessary from time to time to take account of staff absences and peaks and troughs in work programmes.
14. The above duties and responsibilities cannot totally define all of the tasks that may be required of the post holder. The duties may vary from time to time without materially changing the level of responsibility.

# **General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council’s corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of corporate and service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of value for money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

**Last Updated:** Sept 14 **Author:** Paul Campbell

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| **POST TITLE** | **GRADE** |
| Planning Strategy Manager  | I+ |

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| **NOTE TO APPLICANTS**Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. |

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| **CRITERIA** | NECESSARY REQUIREMENTS | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Several years post qualification experience
* Extensive experience in the management of complex teams, performance management, team development and customer service
* Preparation of plans, strategies, policies and briefs relating to land use, development, the environment, regeneration, housing and corporate issues.
* Experience of windows-based IT applications.
* Project implementation including practical knowledge, financial control and budget management.
 | * Experience of working in partnership with others
 | A, I,  |
| **SKILLS AND ABILITIES** | * Negotiation and presentation skills.
* Well-developed oral and written skills including report writing.
* Ability to present reports to Cabinet, Committee, Public Meetings etc.
* Ability to work with minimum supervision
 |  | A, I,  |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * Postgraduate Degree or Diploma in Town & Country Planning.
* Membership of the RTPI
* Knowledge of relevant legislation, Local Government procedures and advice relating particularly to statutory planning.
* Knowledge of relevant research, analytical and statistical techniques and computer applications.
 |  | A, I, C |
| **OTHER REQUIREMENTS** | * Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours
* Commitment to own continuous personal and professional development
* Strong team player, committed to an ethos of continuous improvement
* Ability to self-motivate and to motivate and lead others
 | * Full driving licence
* Evidence of own continuous personal and professional development
 | A, I, C  |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users
 | * Evidence of having completed training in equality and diversity awareness
 | A,I  |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service
 | * Evidence of surpassing customer expectations or service targets / goals
 | A,I  |

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE

R = REFERENCE