



South Tyneside Council

ECONOMIC REGENERATION

JOB DESCRIPTION

POST TITLE:	Operations Manager - Spatial Planning
GRADE:	Band 9
RESPONSIBLE TO:	Senior Development Services Manager
RESPONSIBLE FOR:	The day to day management of the Spatial Planning Team including line management responsibility for Senior Planning Policy Officer, Historic Environment Officer, Planning Policy Officer and Planning Policy Assistant.

Overall Objectives of the Post:

To advise the Senior Development Services Management Team on planning policy and statutory guidance in order to develop a 'sound' Local Plan which provides the spatial context for the Council's Corporate Priorities and helps deliver the Vision for South Tyneside.

To ensure that the Local Plan and related plans are developed and contribute effectively towards ensuring that South Tyneside is and remains a great place to live.

Key Tasks of the Post:

1. You will be responsible for the operational management of the Spatial Planning Business Unit. You will:

- Provide clear and effective management of the Spatial Strategy Business Unit. Ensuring capacity is maintained and tasks are effectively distributed in the team.
- Develop a clear understanding of the objectively assessed needs and requirements in the Borough.
- Produce and maintain a robust and up to date evidence base to ensure that Planning Policies are in accordance with the legislation and guidance and continue to deliver local strategic priorities.
- Develop a 'sound' Local Plan that has clear links and synergies with wider related corporate strategies and aligns to the plans developed by nearby authorities particularly within the North East Combined Authority.
- Ensure that the Council have a fit for purpose Infrastructure Delivery Strategy that sets out how we will provide the infrastructure required to deliver new homes and jobs in the Borough.
- Provide specialist knowledge in field of planning policy and particularly Local Plans; demonstrating considerable creativity in developing spatial policies for the social, economic and environmental benefit of South Tyneside.
- Support the delivery of Economic Regeneration projects including providing advice on Area Action Plans and supporting with Compulsory Purchase Orders.
- Provide briefings for senior managers and Council Members on key implications and opportunities within the emerging national, regional and sub-regional planning policy.

2. You will contribute to the corporate leadership of Development Services. You will:

- Be responsible for keeping the Senior Development Services Management Team well informed about local, regional and national statutory requirements, policy developments and other planning initiatives, so that partnership and cross-cutting services are co-ordinated across the relevant service areas to achieve excellent services.
- Effectively contribute (alongside other Operations Managers across Development Services) to ensuring that South Tyneside is a great place to live.
- Contribute to the development and review of service plans and team plans.
- When necessary, take a lead role in the delivery of department-wide initiatives.

3. You will effectively build partnerships. You will:

- Represent the Senior Development Services Management Team at Regional and Sub Regional Planning Partnerships and ensure that South Tyneside has a strong and consistent voice.
- Work directly with the Senior Development Services Management Team, Local Enterprise Partnership, Government Agencies, North East Combined Authority, our Members and communities to produce plans which meet our shared priorities and make South Tyneside a great place to live.
- Build strong local partnerships with key stakeholders including Historic England, Local Wildlife Partnership.
- Develop multi-disciplinary project teams to deliver the local plan and associated plans.
- Ensure the Council meets its requirements in terms of our Duty to Co-operate with nearby Local Planning Authorities.
- Work with Local Communities to develop and deliver Neighbourhood Plans, Conservation Management Plans and other plans that impact on the quality of life for our residents.

4. You will consistently demonstrate the personal qualities and behaviours required of an Operations Manager. You will:

- Take responsibility and accountability for the performance of your team.
- Treat team members, customers and colleagues with respect and dignity.
- Reflect the Council's values in daily contact with partners, stakeholders and customers.
- Recognise the achievements of team members and effectively deal with poor performance.
- Be a champion for Development Services and a source of support and encouragement for colleagues.
- Demonstrate excellent problem solving abilities, an attitude towards delivering service goals and a pragmatic approach to daily tasks.
- Consistently strive towards making a difference in the quality and impact of services delivered by the department.
- Effectively work with fellow Operations Managers across Development Services to exploit synergies between business units, ensure that available resources are deployed effectively, help identify and deal with resource pressures and encourage the versatility and adaptability of staff.
- Identify, nurture and coach talent within the team ensure that every team member of the team meets their potential.
- Contribute towards a culture of staff empowerment.
- Adopt a participative style of management working in consultation with the team when making decisions.

You will progressively develop your skills, competences and experience, and maintaining an in-depth understanding of the environment in which the service operates. All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: PM/KDS

Date: 11/05/2017