

Job Description and Person Specification

Job title:	Service Director- Development & Regulation
Directorate:	Place
Service:	Development & Regulation
Team:	n/a
Post number:	04921
Salary grade:	O
Work location:	Market Street, Newbury
Reports to:	Executive Director (Place)
Supervises:	Development and Planning, Public Protection

Job Purpose

- Lead the Development & Regulation Department (public protection, planning, regeneration and economic development activity, Housing and emergency planning functions).
- Align the Departmental strategies to the Council's strategy, vision and values
- Provide strategic advice to Members and relevant boards on all areas of responsibility
- Drive organisational efficiency and effectiveness within the Development & Regulation Department
- Ensure legal compliance and provide advice on such matters to managers, Corporate Management Team and Members.
- Deputise for the Executive Director (Place) in relation to Development & Regulation services and broader Place agenda.

Role Specific Accountabilities and Impact

Strategic Leadership and Corporate Management

- To provide effective leadership to the Development & Regulation Department.
- To ensure effective management of the main functions of the Department namely Development & Planning, Housing and Public Protection
- To provide advice and support to Elected Members and senior managers of the Council.
- To support the delivery of West Berkshire 2036 and the preparation and delivery of the Council Strategy.
- To represent the Council on Shared Service Boards and Committees.
- To model the Council's values as a senior leader within the Council.
- To be an effective Member of Corporate Board.
- To promote and lead effective partnership working both within West Berkshire, regionally and nationally as appropriate.
- To support leadership and management development both within the Department and more widely across the Council.
- To deputise for the Executive Director (Place) as required.

Role Specific Accountabilities and Impact

Developmental Leadership

General

- To ensure that the strategic framework for the Department is kept up to date.
- To ensure that an effective Service Plan is prepared and implemented for the Department and that the required supporting performance management arrangements are in place to support its delivery.
- To ensure that effective resource management arrangements are in place most notably budget planning including the preparation of savings programmes as required and any further requirements.
- Ensure effective workforce planning, based on accurate, up to date management information.
- Consult with the community as appropriate on new corporate proposals and developments and to ensure that the views of all sectors of the community are reflected in the recommendations made.
- Oversee consultation and engagement activity across the Council and ensure the engagement of stakeholders in work associated with the service.
- Develop talent and succession strategies and development opportunities to enhance and sustain an effective workforce to meet the Council's vision.
- Oversee and support the Place directorate in the identification, prioritisation and delivery of sustainable growth.
- Ensure the council secures funding from growth to invest in the council's place shaping activities.

Public Protection

- Maintain and improve the provision of shared services where these will maximise efficiency, resilience and reduced expenditure in :
 - Environmental Health and Licensing
 - Trading Standards
 - Building Control
 - Civil Contingencies
- Explore potential for alternative delivery models (including shared services) to maximise efficiency and reduce expenditure for the Council.
- Provide support to the respective shared services governance bodies to assist them in the performance of their duties.
- Apply appropriate level of enforcement in accordance with the Council's Enforcement Policy to satisfy 'Public Interest' and minimise risks to the Council.

Housing

- Ensure the Council's statutory duties are met with regards to Homelessness – providing advice, information and assistance to prevent homelessness, determine homeless applications, accommodation duties and the provision of homelessness services and effectively managing legal challenge to decision making.
- Ensure the Council's statutory duties are met with regards to Housing – providing advice, information and assistance to people wishing to make an application for housing in the district, determine an allocations scheme and procedure to manage the allocation of housing in the district via the Common Housing Register (CHR) and Choice Based

Role Specific Accountabilities and Impact

Lettings (CBL) System.

- Within the Housing Grants, Construction & Regeneration Act 1996 ensure effective arrangements are in place for the award and delivery of adaptations to homes in the district through the use of the £1.4m funding for statutory DFG mandatory grants and discretionary grants/loans.
- Oversee the arrangements for the housing management of the Council's gypsy and traveller site of 16 pitches and stock of 20 plus temporary accommodation units and the associated work within the multi-agency environment.
- Have in place arrangements for responding to planning application consultations for new affordable housing to maximise the opportunity to increase provision within the district.
- Ensure the housing responsibilities in relation to the Care Act 2014 for wellbeing, prevention and integration with care and support as delivered within a range services.
- Lead the strategic direction for the provision of supported housing across all client groups in the district either through direct commissioning or housing development projects.

Planning & Economic Development

- Manage the delivery of the council's place shaping agenda for West Berkshire working with strategic partners to unlock growth.
- Manage the planning application framework from pre-application process, through to appeals and take enforcement action as required.
- Protect the district's historic built environment through the Listed Building and Conservation legislation and the use of enforcement as required.
- Prepare a Local Plan including a robust evidence base and manage the plan through the legal planning framework through to adoption and implementation, including monitoring and reporting.
- Support the development and delivery of Neighbourhood Development Plans
- Manage and enable the effective delivery of the Economy Strategy, Delivery Plans, Masterplans and Town Centre Strategies.
- Manage the council's development opportunities to add value to the local communities and local economy.

Specific Job Responsibilities

- Undertake performance management for Service Leads of all services the post is responsible for.
- Advise Elected Members on strategic and urgent operational issues within the remit of the post.
- Ensure that budget managers are trained and supervised to deliver effective budget management across the Council.
- In conjunction with service leads look for opportunities to generate income for services the post is responsible for.

General Duties and Accountabilities

- Coach, encourage and support staff to promote a learning culture that supports excellent standards of service, innovation, partnership and continuous improvement, mainstreaming equality and ensuring all services are accessible.
- Adhere to the standards set out in the Council's competency framework.

Role Specific Accountabilities and Impact

- Work with ICT to ensure IT systems and practices are developed to maximise the efficient and effective management of the service area, ensuring staff within the service receive appropriate training and support.
- Comply with the Council's health and safety policies, procedures and rules, taking reasonable care of self and others.
- To support Emergency Planning functions (including responding to emergency out of hours incidents)

Scope (impact on/control of resources, people, money etc)

Budget	Revenue	TBC
	Capital	TBC
Staffing	Headcount	TBC
	Full time equivalent	TBC

Person Specification

Qualifications	Essential/ Desirable
Educated to degree level or equivalent experience	E
Professional qualification relevant to the Directorate	E
Membership of relevant professional body	E
Management qualification (e.g. ILM7/MBA)	D
Experience	
Demonstrable successful senior management experience in a large, complex, multi-service organisation	E
Proven track record of successful leadership in a directly related service environment	E
Experience of managing significant organisational change to a successful conclusion, including implementing new organisational structures, systems and new ways of working.	E
Experience of working successfully in partnerships	E
Experience of financial and budgetary management with the ability to formulate financial strategies that provide value for money and puts stakeholders at the centre of financial decisions.	E
Knowledge and understanding	
Understanding of the workings of local government including in-depth knowledge of major legislative and other matters facing local government in Directorate service areas, both at present and in the future	E
Understanding of, and commitment to, equality of opportunity in its widest sense	E
Understanding of and commitment to the development of policies to promote sustainable development and community resilience.	E
Skills and abilities	
Ability to use Outlook, and a web browser to access information	E
Ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E

Ability to interpret and analyse complex performance and finance information	E
Ability to develop productive working relationships with colleagues and stakeholders	E
Ability to manage projects and performance to achieve results	E
Excellent communication, negotiating and influencing skills	E
Strong networking, advocacy, written, oral and presentation skills to relate effectively to employees, managers, Council members, the public and stakeholders and command their respect, trust and confidence.	E
Work-related personal qualities	
Ability to apply creativity and innovation to thinking and initiatives to support change and meet desired outcomes	E
Personal resilience and resources to deal with pressure in a rapidly changing environment	E
Personal integrity and commitment to public service and the values of the Council, and to continuous improvement at all levels	E
Strong sense of accountability and taking ownership of tasks and mistakes and ensuring lessons are learnt	E
Able to work irregular hours to meet the demands of the role	E
An enthusiastic and effective ambassador	E
Other work-related requirements	
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	Yes
Enhanced DBS check with relevant barred list/s	No
Is this post politically restricted?	Yes