

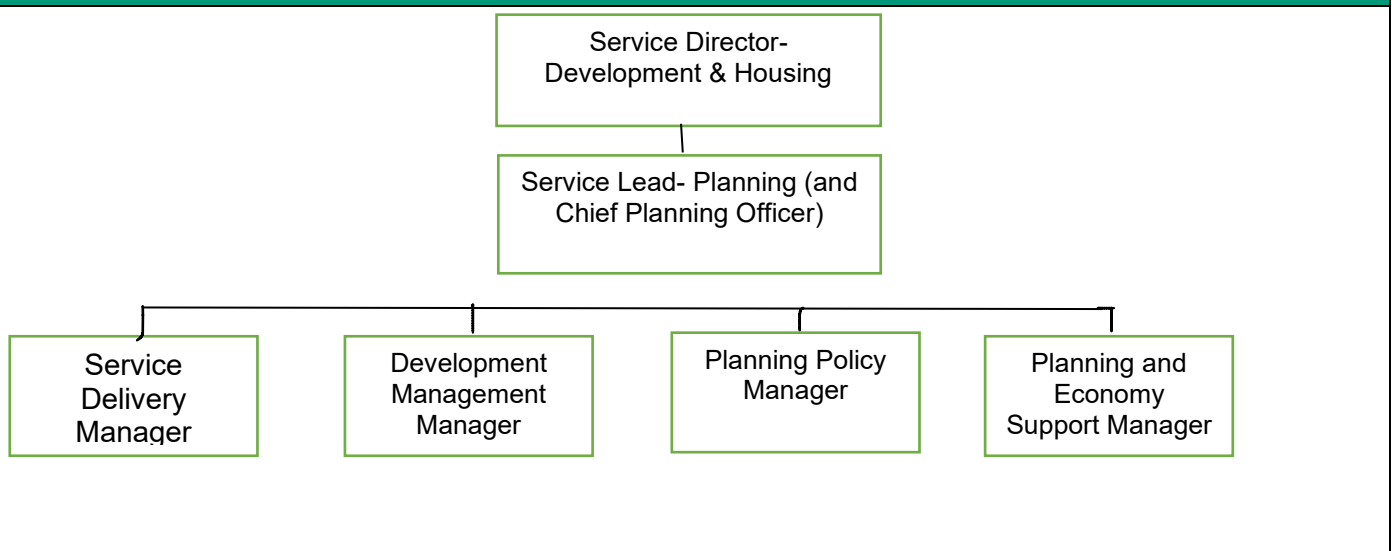
Job Description and Person Specification

Job title:	Service Lead – Planning (Chief Planning Officer)
Directorate:	Place
Department:	Development and Regulation
Team:	Planning
Post number:	05289
Salary grade:	N
Work location:	Market Street, Newbury
Reports to:	Service Director – Development and Housing
Supervises:	Policy, Development Management, Planning Support Teams

Role Summary and Purpose

- Lead the Planning Service within Development and Housing
- Contribute to the delivery of the council's strategy, vision and values and where appropriate lead on the development of policy and strategy at service level to achieve these strategic aims.
- Provide strategic advice to the Service Director, Executive Director, Members and Corporate Board on all areas of responsibility.
- To act as principal advisor (Chief Planning Officer) on key areas covered by the Team.
- To shape, implement and ensure the successful delivery of services, (non) statutory documents, projects and action plans as they apply to planing.
- To work across the service area to align priorities for planning with economic development and housing to deliver sucessful outcomes to meet common objectives.
- To lead on the delivery of a quality, intelligent led customer demand service that improves services and customer experiences whilst delivering efficiencies and value for money.
- To provide effective leadership and management of the team.
- Deputise for the Service Director as required.

Structure Chart



Statutory Responsibilities

Planning Service

Role Specific Accountabilities and Impact-

Strategic Leadership

- Maintain awareness of new legislation and/or best practice relevant to the services provided by the team and develop appropriate policies and procedures to ensure compliance. Advise and support colleagues where required.
- Participate actively in the management of the Council's Emergency Planning arrangements.
- Provide advice to Corporate Board and Executive.
- Provide leadership of key corporate projects and within the community where relevant to the role.
- Participate in strategy development and review.
- Ability to represent the Council at the highest level.

Service Management

Ensure sound and robust leadership and management of the Team through:

- Preparing and delivering the annual service plan.
- Continuously reviewing opportunities to improve the efficiency and effectiveness of the Service, including the delivery of continuous improvement and best value.
- Effective financial management, and ensuring effective financial control against that budget (see value of budget below).
- Undertake performance management for Senior Managers of the Team the post is responsible for.
- Advise Elected Members on strategic and urgent operational issues within the remit of the post.
- In conjunction with Senior Managers look for opportunities to generate income for services the post is responsible for.

Specific Job Responsibilities

- Leadership of the Planning Service including a clear and strategic approach to delivering a frontline customer service.
- Play a key role in helping deliver West Berkshire's place ambitions. Within this context and in the light of changes in the planning system, you will play a key role in delivery of our spatial policy, major development, regeneration and place making initiatives.
- To make a significant contribution towards the delivery of high quality, sustainable development and place making across the area, and to contribute towards the Council's wider strategic policy aims and objectives, relating to both the built and natural environment and including: transport, the economy, housing and the environment (particularly net zero and carbon reduction objectives).
- To advocate, influence and promote West Berkshire's interests in relation to the planning and economy service at (sub-)national level(s) within public and non-public sectors.

Role Specific Accountabilities and Impact-

- Ensure the timely adoption and implementation of the Development Plan and thereafter their further review(s) as necessary, including, effective joint working with adjoining authorities and other relevant bodies.
- To support in the identification and delivery of major redevelopment projects and redeployment initiatives across the district.
- To provide clear and positive leadership in the making of planning decisions by the service as delegated and/or provide as necessary, lead advice to the Council and the Planning Committee('s) on planning applications and enforcement matters, including representing the Council at appeals, enquiries and Judicial Reviews as required.
- Deliver a high quality and consistent approach to decision making; balancing the ambition of the place agenda alongside conservation and enhancement of our rich heritage, natural environment and cultural offer, in the light of climate change issues.
- To lead on the identification and delivery of funding opportunities to deliver council priorities.
- Prepare and present complex policy or development related matters as appropriate to Full Council, Executive , and Planning Committee('s) and where appropriate Senior Management in a way that is concise and understandable.
- To develop and promote the interests of local communities in seeking to secure community benefits from new development through the development, negotiation and management of Section 106 Agreements and/or the Community Infrastructure Levy.
- Lead a high performing solutions focused team within a culture of continuous review and improvement. You will foster challenge and innovation to help drive your service improvements with a focus on customer service, positive outcomes and engagement.
- To examine new legislation and regulations relevant to Planning and make appropriate recommendations to the Council.
- Ensure Members are supported in their roles on Planning Advisory Group, Delivery Boards, Planning Committee and other related working groups
- The development and management of effective monitoring systems to assess trends across the activities of the Planning Service and in the support of the Place Directorate.
- Responsible for ensuring that all core functions are driven by, and respond effectively to customers needs, ensuring that all functions make best use of resources from customer insight data to customer and community engagement.

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.
- 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.

Scope (impact on/control of resources, people, money etc)		
Budget	Revenue	Expenditure: £4m Income: £2.4m
	Capital	0
Staffing	Headcount	
	Full time equivalent	85
Responsibility for resources- <ul style="list-style-type: none"> • Managing a budget of approximately £4.0M (dependent on the functional groups) • Responsibility for up to 85 FTE. • Authorised to instruction legal investigations and proceedings. • Delegated authority to act across a wide range of planning functions and to authorise others in the operation of those functions. • Representing the planning service at regional and national level. • Deliver technical information to committees and member meetings at all levels of the council. • Responsible for advising on fees and charges required to deliver an income of over £5m. 		

Person Specification		
Qualifications	Essential/ Desirable	Internal use only
Educated to degree level or equivalent	E	1
Professional qualification relevant to the Service Area (e.g MSc)	E	2
Membership of relevant professional body (e.g. RTPI, CIMA, CIPD)	E	3
Management qualification (e.g. ILM7/MBA)	D	1
Experience		
Demonstrable successful management experience at a senior level (minimum of 5 years' experience)	E	1
Proven track record of successful leadership in a directly related service environment	E	2
Experience of managing significant organisational change to a successful conclusion, including implementing new organisational structures, systems and new ways of working.	E	3
Experience of working successfully in partnerships.	D	1
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	4
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	1
Understanding of, and commitment to, equality of opportunity in its widest sense.	E	2
Understanding of and commitment to the development of policies to promote sustainable development and community resilience.	E	3
Skills and abilities		
Ability to use Outlook, and a web browser to access information Microsoft Office (Word, Excel, PowerPoint etc)	E	1
Ability to interpret and analyse complex performance and finance information	E	2
Ability to lead and manage people effectively and motivate others	E	3
Ability to facilitate change and oversee continuous improvement	E	4
Ability to develop productive working relationships with colleagues and stakeholders	E	5
Ability to manage projects and performance to achieve results	E	6
Excellent communication, negotiating and influencing skills	E	7
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	8
Work-related personal qualities		
Ability to apply creativity and innovation to thinking and initiatives to support change and meet desired outcomes.	E	1
Personal resilience and resources to deal with pressure in a rapidly changing environment	E	2

Personal integrity and commitment to public service and the values of the Council, and to continuous improvement at all levels	E	3
Strong sense of accountability and taking ownership of tasks and mistakes and ensuring lessons are learnt	E	4
Able to work irregular hours to meet the demands of the role	D	1
An enthusiastic and effective ambassador	E	5
Other work-related requirements		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies.		E
Enhanced DBS check with relevant barred list/s		Yes
Is this post politically restricted?		Yes