

Role Profile

Part A - Grade & Structure Information

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| Job Family Code | 13RT | Role Title | Planning Development Manager |
| Grade | PS13 | Reports to (role title) | Planning Group Manager |
| | | Directorate | Environment, Transport & Infrastructure |
| JE Band | 614-734 | Service | Infrastructure, Planning & Major Projects |
| | | Team | PG Planning Development |
| | | Date Role Profile was created | Apr-17 |

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

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| Role Purpose including key outputs | <p>To lead and direct the County Council's statutory development control functions and planning enforcement; to act as the principal adviser to the Planning and Regulatory Committee in the exercise of its planning responsibilities. The post holder has to ensure that the service is delivered in an appropriate manner, where issues are sensitive and often highly contentious with a high level of contact with Councillors, Legal Services, Statutory bodies and agencies, mineral and waste operators, developers and consultants, the public and other interested groups.</p> <p>To help identify and lead change where necessary as part of the service's commitment to continuous improvement.</p> |
| Work Context | The County Council has statutory responsibilities for the determination of minerals and waste planning applications. It also determines planning applications for the council's own services. There is a high degree of responsibility, particularly in managing and supporting the Planning and Regulatory Committee, including providing professional planning advice and member training, and ensuring that the development control process is undertaken in accordance with all statutory requirements. |
| Line management responsibility if applicable | Line management responsibility for a number of teams. |
| Budget responsibility if applicable | Budgetary responsibility for staffing and specialist consultants, as well as other income. |
| Representative Accountabilities Typical accountabilities in roles at this level in this job family | <p>Planning & Organising</p> <ul style="list-style-type: none"> Plan, organise and control the work of the service area to deliver organisation's objectives. Lead the formulation of strategic longer term plans for the area to fit broader functional and council strategy. Translate strategic objectives into operational plans and initiatives and manage their effective delivery. Lead major projects and reviews and represent the business area in internal and/or external initiatives to enhance reputation and service delivery. <p>Policy & Compliance</p> <ul style="list-style-type: none"> Ensure legal, regulatory and policy compliance of technically complex or high profile schemes/ initiatives. Lead the development of strategic policy in own area of specialism and monitor and control its implementation. <p>People and Partnerships</p> <ul style="list-style-type: none"> Lead and manage a group of staff across a function/service, or as a significant part of a wide function to ensure programmes of work are effectively delivered. Work collaboratively with a range of agencies and partners to develop innovative solutions, and promote and coordinate initiatives to achieve business plan objectives and targets. <p>Resources</p> <ul style="list-style-type: none"> Plan, control and monitor allocation and use of allocated budget/resources/funding effectively to ensure maximum value is delivered. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> Apply specialist expertise and use judgment to make decisions where solutions are not obvious. Identify issues and trends that may have an impact in their area of responsibility to enable and ensure that appropriate action is taken. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> |

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| Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics | <ul style="list-style-type: none"> • Degree or equivalent professional qualification plus a relevant technical qualification or equivalent experience in the specialist area. • Membership of an appropriate professional body may be required. • Substantial experience working at a senior level in a relevant role. • Authoritative knowledge of the legislation, regulations and technical requirements relevant to the role. • Proven ability to manage budgets and resources. • Proven ability to deliver technically complex programmes of work to deliver agreed outcomes and objectives. • Comprehensive knowledge of computerised business systems. • Excellent verbal and written communication and interpersonal skills with high level negotiation and influencing skills. • High levels of political awareness and acumen. • Proven ability to work collaboratively with internal and external partners/professionals. • Advanced problem solving and analytical skills with the capacity to devise and implement innovative solutions for strategic change. • Proven ability to assess risks and benefits in a complex environment and respond appropriately. • Clear evidence of political sensitivity and awareness. • Excellent leadership skills with substantial experience in motivating, coaching, mentoring and developing staff. |
| Details of the specific qualifications and/or experience if required for the role in line with the above description | <p>Relevant degree; member of the Royal Town Planning Institute or a comparable professional qualification. Needs a full UK driving licence, as travel around the county to meet the demands of the role is required. Needs to have a secure grasp of relevant planning and technical matters.</p> <p>Able to demonstrate substantial relevant experience in the Planning System.</p> <p>There is also a high degree of leadership, engagement, customer and stakeholder management alongside a need for political awareness and astuteness</p> |
| Role Summary | <p>Roles at this level involve significant coordination of services of a technical or specialist nature and will typically engage with a range of agencies, internal and external partners. They will manage a professionally qualified team to deliver major technical projects and/regulatory services. They have a key role in regulatory assessment, decision and enforcement and require a high degree of technical/specialist knowledge and expertise which is used to exercise a significant degree of judgement and decision making in their area within broad parameters and policy guidance. Roles at this level are accountable for the professionalism of technical or regulatory services under their remit.</p> |
| Reference Number | BM-2017-128 |