

JOB DESCRIPTION

JOB TITLE: Planning Manager

REPORTS TO: Head of Planning

DEPARTMENT: Environment, Economy and Culture

1. PURPOSE OF JOB

To develop, manage and lead a planning team (planning applications, enforcement, policy, projects and heritage), as the lead professional, to deliver a high quality, customer focussed planning service and deliver city strategies.

A senior manager in the city council with a lead role in managing change and modernisation, working flexibly and collaboratively across the council teams and with external stakeholders to ensure that priority outcomes that benefit the City are achieved in accordance with service planning and corporate objectives.

2. PRINCIPAL ACCOUNTABILITIES

a. Strategic

To role model the city council's vision and values through the development of a personal leadership style and as a member of the service's senior management team.

To lead, develop and promote the service through collaborative working with internal and external stakeholders including councillors, and partner agencies. To operate as an identified senior manager across the breadth of the service and the wider city council.

b. Lead Professional

To be the lead officer and technical authority across a wide service theme such as planning applications, or policy and strategy. To be lead officer at committee (planning applications and policy committees) and have a lead role in presenting, managing and advising councillors. To advise councillors and senior officers across the breadth of the council's activities on corporately significant decisions.

To be responsible for developing and putting in place a local development plan and guidance that is sound and delivers wider strategic priorities of the city council whilst engaging stakeholders and working collaboratively with internal and external stakeholders.

To work collaboratively with neighbouring local planning authorities and other external agencies to develop strategic planning policies and interventions in line with national and local objectives for development. This will involve working closely with lead councillors and external agencies, including other local authorities in the region.

To translate national planning legislation into practice and ensure that this is reflected in proper procedures and decision making;

To manage all aspects of the delivery of major planning applications in a timely and efficient manner. As part of this, to work pro-actively with development teams and external agencies to deliver major development opportunities in the city in line with the objectives of the development plan.

To manage all aspects of the determination of planning applications on behalf of the Local Planning Authority in accordance with the Council's scheme of delegation to officers, having regard to the relevant planning policies and guidance and to all other material planning consideration and ensuring that all statutory requirements have been met.

Responsible for spend of Community Infrastructure Levy funds and s106 in a timely way in line with national legislation, local policy and the agreed governance framework.

To manage the service's contribution to the delivery of a series of high profile corporate major projects which are of strategic significance to the city. As part of this, to work collaboratively with other council teams and external agencies to promote the service. This will include leading projects and bidding for funds to support project delivery.

To exercise specific delegated responsibility for enforcement and heritage officers on the expediency or pursuing formal actions under the Planning Acts.

c. Management and Performance

To develop, manage and support a wide ranging change management programme for Planning that reflects wider cultural changes in local government, modernisation, develops a customer focussed services, generates income and that helps to deliver corporate priorities.

To work collaboratively and flexibly with peers at a strategic level to ensure that service plan priorities and corporate outcomes are achieved.

To lead, manage and develop staff and managers and develop members of the team in a manner which allows them to flourish and reach their full potential.

To adopt a demonstrably rigorous, consistent and robust approach to performance management that aligns with corporate standards the council's values and objectives; to work collaboratively with senior colleagues across the city council to develop the performance management framework.

To lead in responding to and develop changing priorities and contribute to achieving high levels of morale and motivation across the service.

To lead on continual service improvement designed to ensure that customers receive a consistently high quality of service and that this is reflected in customer feedback.

To contribute to the development of the service business plan and ensure that business plan objectives are delivered and reflected in robust outcomes.

To manage the team budget and adopt a rigorous approach to budget management, making the best use of limited resources and lead on developing and maximising opportunities to secure income. To lead the preparation of bids for funding to secure

investment in the service; and to work collaboratively with senior colleagues across the city council to develop budget strategy for the medium term.

To work with partner organisations across the region to develop shared and joint working arrangements which reflect the medium term financial strategy. As part of this, to represent the city council on strategic bodies.

To lead on raising the profile and perception of the service internally and externally and demonstrate excellence in communication; to profile this role across the breadth of the city council and lead partners to promote confidence in the service and the city council and its decision-making.

Be the lead officer and responsible for all aspects of the management and presentation of reports to committees and to manage the work of committees directly.

d. General Accountabilities

To role model a demonstrable commitment to equalities and reflect this in carrying out all of the roles and duties of the post in line with the City Council's Equalities Policy.

To demonstrate a clear and positive commitment to achieving Health and Safety requirements at all times and in accordance with agreed codes of practice and methods of working.

You will be required to undertake such other duties appropriate to the grade and character of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

Job Title:	Planning Manager
Reports to:	Head of Planning
Department:	Environment, Economy and Culture
Section:	Planning

Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• In depth knowledge and understanding of national, strategic and local planning policy and land use issues.• High recognition of politically sensitive areas – understanding and awareness of political/community interests and the aspirations of the city council's partners and stakeholders.• Good knowledge and understanding of the political and legal context of UK local government.• Knowledge and understanding of budget management and control within a local authority environment; budget forecasting and the wider context for local government funding over the medium term.• Educated to degree standard.• Member of the Royal Town Planning Institute.
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Experience	<ul style="list-style-type: none"> • A proven record of consistent achievement at a senior level in the development and implementation of high profile planning-related and corporate projects. • Experience of managing political sensitives and working with councillors in a complex political environment • Demonstrable success in leading change in a service. • Considerable depth and breadth of technical expertise across a themed area of service responsibility • Demonstrable success in leading, managing and developing teams and individuals to achieve their full potential. • Experience of presenting complex/politically sensitive issues to a variety of target audiences. • Experience of working with the community, their elected representatives, and other stakeholders to secure positive outcomes.
Skills and Abilities	<ul style="list-style-type: none"> • Demonstrable capacity for creative and strategic thinking; able to generate new ideas, alternative options, make strategic linkages and recognise where opportunities may exist to seek wider benefits that meet the corporate aspirations of the city council and its partners. • The ability to develop and sustain influential and productive working relationships across the directorate; across the breadth of the city council's activities and with members of the council and with external stakeholders. • Demonstrable ability to role model positive behaviour in line with the city council's values. • Proven leadership and management skills with the ability to inspire, involve and motivate members of a team and work across the breadth of a large and complex organisation. • Demonstrable financial management skills and the ability to plan and manage complex budgets and generate income. • Demonstrable project planning, process and budget management skills. • Excellent communication and presentation skills both written and verbal.
Equalities	<ul style="list-style-type: none"> • Able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.
Other Requirements	<ul style="list-style-type: none"> • Evidence of CPD in appropriate subject areas. • IT literate. • Commitment to acquiring awareness of current Health and Safety legislation as it applies to the post's area of responsibility and to attending relevant Health & Safety training. • Awareness of the need to identify hazards in the post's area of responsibility and the ability to assess and manage the associated risks.