

 <p>JOB PROFILE</p>	Job Title	Planning and Place Manager
	Job Family	Manager (Super)
	Salary Grade	7
	Directorate	Chief Executive
	Department	Development Management and Strategic Planning
	Ref No	DM001
	Date	June 2016

1. MAIN PURPOSE

To be responsible for the organisation, leadership and delivery activities of the Development Management and Strategic Planning Function, together with any other associated duties that may be specified by the Council. To develop policies and strategies to meet development control regulations and any other allied legal requirements.

2. POSITION IN ORGANISATION

Responsible to: Chief Executive

Employees responsible for: 11

Context: The post is one of eleven reporting to the chief executive who, in addition to Development Management, has responsibility for Planning Policy, Building Control, Economic Growth, Nuclear and Environmental Health and Communications

3. EMPLOYMENT BASE The Copeland Centre, Catherine Street, Whitehaven.

4. BUDGET/FINANCIAL RESPONSIBILITIES

Responsibility for managing the service budget and negotiating PPA cost recovery mechanisms.

5. SUMMARY OF MAIN DUTIES AND RESPONSIBILITIES

1. To raise the profile of the Planning Function as a driver for high quality Place Shaping
2. To deliver the Council's objectives for Development Management through the effective and proactive management, development and organisation of the Development Management team.
3. To be responsible for ensuring the Development Management team comply with the requirements of legislation and the policies of the council.
4. To be the lead advisor to Planning Panel and oversee the operation of the Local Development Framework Panel
5. To advise the Council on significant planning matters, including policy changes etc.
6. To advise on government instructions and other standards affecting the delivery of the services.
7. To be the principal contact with other departments, the DLCC, Planning Inspectorate and neighbouring local authorities regarding planning matters.
8. To take a pro-active role in the identification, development and introduction of new systems and techniques to improve the way the Council works and to generate efficiencies
9. To lead on the development of administrative and technical processes, including the implementation of 'on line' services.
10. To proactively develop and implement on action required to maximise funding for the unit's work and identify potential new income streams.
11. To ensure the requisite collaboration, joint working and engagement between the two planning functions on a daily basis.
12. To ensure that through the Aim High Process, individual performance is closely managed and training and development is in place as appropriate for all staff across the function and talent is nurtured.

13. To manage the Strategic Planning Manager and drive the production of the Local Plan in accordance with the Local Development Scheme, and the timely production of other related documentation and evidence base production.
14. To support the Strategic Planning Manager in representing the Council's interests with regard to infrastructure strategy and planning and wider economic strategy development.
15. To support others within the Directorate in the development of projects and programmes designed to deliver the Council's corporate objectives in relation to delivering its growth and commercialisation agenda.
12. To contribute to wider management issues of the Council as a whole, to promote effective and productive team working to meet customer and organisational requirements.
13. To deputise for the Chief Executive or other Directors as required.
14. To work with the Chief Executive and the other managers, particularly super managers to ensure the most effective and efficient use of staff to meet corporate and service objectives. This may include project team and other cross unit working, involving the assignment of staff outside of their principle area of work, where they are suitably qualified and experienced, subject to their agreement.
15. To undertake any other duties as might reasonable be requested by the Chief Executive Director as appropriate.
16. To ensure that all activities comply with Council Standing Orders, Financial Regulations, all Statutory Regulations including Health and Safety requirements.
17. To be involved, as appropriate, in the event of emergency situations occurring within the Borough.

6. CONTACTS

- Internal: Officers and members at all levels. Presentation at committees.
- External: Other public sector agencies at all levels. Private sector, including developers, agents and applicants and the community and voluntary sectors. Members of the public.

7. SPECIAL FEATURES

Out of hours work.

8. PERSON SPECIFICATION

Criteria	Essential**	Desirable
Education and Qualifications	Full membership of the Royal Town Planning Institute	Degree in a subject relevant to town planning Management qualification
Knowledge and experience	<p>Substantial experience of managing a team providing a professional service</p> <p>Substantial experience in development management and the operation of strategic planning</p> <p>Good knowledge of government advice, guidance and legislation as it relates to development control</p> <p>Substantial experience in the public sector and an understanding of the particular environment in which district councils work</p>	<p>Leadership experience</p> <p>Experience of planning policy work</p> <p>Knowledge of the role of planning in regeneration and growth</p> <p>Commercial awareness</p> <p><i>Political awareness and sensitivity</i></p> <p><i>Project Management experience</i></p> <p><i>Masterplanning</i></p>
	Knowledge of the role of planning in protected built and natural environments	

Job related skills	<p><i>Good communicator in written and oral forms.</i></p> <p><i>IT literate.</i></p> <p><i>Self motivated, demonstrating ability to make independent decisions and recommendations.</i></p> <p><i>Experience of mentoring/coaching in staff development</i></p> <p><i>Car driver will full licence and access to a vehicle.</i></p> <p>Understanding of the processes and systems involved in development control and the role of ICT</p>	<p>Urban design / building design skills</p> <p>Track record of performance management</p> <p>Presentation skills</p>
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**** the requirements stated as essential should form the basis for the Shortlisting exercise Personal competencies**

This role requires demonstration of the following positive behaviours:

1. Organisational Change and Forward Thinking - <i>understanding and preparing for the business challenges ahead and responding to change</i>	
Level 3	<ul style="list-style-type: none"> • Uses a range of management styles to meet the needs of different people and situations to ensure engagement in the change agenda • Creates and communicates an awareness and the need for change within the Service Unit encouraging participation • Implements change, understanding the political implications of action • Contributes to medium and long term strategy for the service and the organisation
2. Managing Self and others - <i>managing your own performance and that of others</i>	
Level 3 • Sets	<p>and manages clear performance goals for the Service</p> <ul style="list-style-type: none"> • Ensures adequate resources are available to meet Service objectives, recognising skill shortage areas • Contributes to the Council's Human Resources Strategy requirements • Supports first line managers/team leaders in the application of Human Resources policies and procedures

3. Service Delivery - <i>delivering highly effective services</i>	
Level 3	<ul style="list-style-type: none"> • Establishes and maintains effective working relationships with existing and future customers and partners across all organisational levels • Continually questions and challenges established procedures to deliver the best possible outcomes, seeking opportunities to increase efficiency through innovation and new technologies • Reviews work plans on a regular basis , re-prioritising as necessary • Defines and analyses problems and identifies best practice solutions
4. Managing Finance and other resources - <i>using the resources and finance of the Council</i>	
Level 3	<ul style="list-style-type: none"> • Manages the Service Unit effectively to deliver the maximum possible within constrained financial resources ensuring compliance to the Councils policies and procedures • Bids, prepares and manages budgets to achieve financial goals • Negotiates with others for use of resources required to meet Service objectives • Understands and applies programme and project management techniques and methodologies as appropriate to the role

5. Customers - <i>working with internal and external customers</i>	
Level 3	<ul style="list-style-type: none"> • Uses and invites customer feedback to improve Service Unit delivery • Seeks contributions from customers and considers trends to improve the customer experience • Uses the diverse qualities of the Service Unit team members to meet the differing needs of the customer • Contributes to the agenda for considering alternative ways of service delivery to exceed customer expectations without compromising quality
6. Communication - <i>communicating internally and externally at all levels using a variety of approaches</i>	

Level 3	<ul style="list-style-type: none"> • Ensures variety of communication methods and styles are used to ensure full understanding of range of audience requirements • Clearly communicates the Service's role in delivering the Council's objectives on a regular basis • Ensures mechanisms are in place to ensure positive communications across teams within the Service • Operates an 'open-door policy'
7. Team Working - <i>working effectively with individuals and teams</i>	
Level 3	<ul style="list-style-type: none"> • Brings people together for effective team working across the Service • Builds effective relationships and shares information with other Service Unit teams who are affected by their decisions and actions • Mediates to resolve any difficulties in teams across the service ensuring all aspects of the Council's equality and diversity are adhered to
8. Personal skills - <i>demonstrating personal effectiveness, professionalism, personal integrity and compliance with Health and Safety policy and legislation</i>	
Level 3	<ul style="list-style-type: none"> • Inspires others with their genuine commitment to the Council's vision and values • Demonstrates high standards of professional behaviour • Ensures the diverse qualities of the Service teams meet the differing needs of the Service • Acts as a role model to others • Complies with and ensures compliance of the Council's Health & Safety policy