

Assistant Director, Transport & Planning Services - The Job



JOB TITLE: Assistant Director, Transport & Planning Services

RESPONSIBLE TO: Director of Legal, Planning & Democratic Services

RESPONSIBLE FOR: Strategic Transport Planning Services

Traffic Management/Planning

Planning Policy - major planning applications, major development briefs and property development.

Development Control

Highways - planning and construction

Building Control

MAIN PURPOSE OF JOB:

- ◆ To provide leadership, direction and management to the council's strategic transport and planning services, ensuring the necessary contribution to council plans and objectives.
- ◆ To undertake the lead role in ensuring that there is a co-ordinated and cohesive approach to strategic transport planning and strategic planning policy for significant developments in Slough so that an integrated infrastructure will be achieved.

MAIN RESPONSIBILITIES:

Corporate

- ◆ To work with directors, heads of service and members to ensure services are integrated at the point of delivery.
- ◆ To support organisational change, ensuring appropriate systems of performance management and development, communications, quality measures, monitoring and reviews are in place.
- ◆ To work as part of multi-disciplinary project teams to enable the breaking down of departmental barriers and engender the concept of both internal and external partnership working.

Assistant Director, Transport & Planning Services - The Job

- To be a member of the department management team, contributing to the development and implementation of policies and strategies that will optimise service delivery by the council to its clients.
- To work with a range of partners and the voluntary sector on improving service delivery and promote creative and innovative ways of tackling local problems. Ensure services are developed which meet the needs of the ethnically diverse community and are accessible to all users.
- To promote a positive image of Slough and represent the Council at local and national level, attending and presenting at conferences, seminars and working parties, as may be required.
- To comply with the council's standing orders and codes of conduct and to advise the chief executive, directors and members as necessary.
- To promote and adopt a rigorous approach to Best Value, including carrying out the necessary work as specified in the council's best value performance plan.
- To ensure full compliance with the Health and Safety at Work Act etc. 1974, the council's health & safety policy and all locally agreed safe methods of work.
- To promote the council's equal opportunity policies and to avoid all forms of discrimination as an employer and service provider.
- To promote corporate working, undertake corporate projects as required, and undertake any other duties that are consistent with the Council's expectations of a senior manager.

Service

- To deliver effective and efficient management of the Transport and Planning Service Division, its financial and other resources, and achieve best value in the delivery of the division's services.
- To provide high quality and timely advice to the council, advising the cabinet, scrutiny committee and panels, members, the chief executive and other colleague officers on all aspects of the division's functions.



- ◆ To be the council's principal adviser on strategic transportation planning and major planning policy issues, ensuring an integrated approach, and that there is effective liaison with the Heart of Slough Project.
- ◆ To ensure that service, statutory and other required plans (for example the LTP and TPP strategies) and reports are prepared effectively, co-ordinated for the division, achieve targeted actions and timescales, are properly consulted upon and effectively monitored.
- ◆ To co-ordinate the effective management of major planning applications, development briefs, major property developments, ensuring compliance with the Council's strategic planning policies and other council objectives.
- ★ To lead the division, assist in the retention of IIP status and that the council's human resources policies are in place to motivate, train and appraise employees in order to optimise their skills, contributions and outputs.
- To plan and keep under review allocated capital and revenue budgets in line with the priorities agreed by the council; to monitor and control budgets and ensure clear accountability.
- ◆ To represent the council's interests in relation to strategic transportation planning and major planning issues in regional networks in the Thames Valley and the South East, in meetings with the Government representatives and with representatives of regional and local industry/commerce.
- ◆ To maximize the council's funding resources in relation to transport and planning infrastructure through government funding and other funding initiators for example PFE or PSA.
- ◆ To oversee the management of planning, development control, building control, transportation planning and highways management and construction services, ensuring their effective contribution to a cohesive and co-ordinated transportation and planning infrastructure for Slough.

Assistant Director, Transport & Planning Services - The Person

KEY COMPETENCIES & BEHAVIOUR	Essential	Desirable
A well developed strategic perspective, creatively applied in response to a wide range of strategic transportation and planning issues.	✓	
Lateral thinking used to develop creative solutions to complex strategies.		✓
Understands and applies Best Value principles to ensure the most cost effective outcomes are achieved within limited resources.		✓
Has the personal credibility to work appropriately and effectively with senior politicians and other senior managers.	✓	
Draws logical conclusions from the analysis and interpretation of complex textual, financial and numerical information.	✓	
Effective leadership and management skills together with the ability to motivate and develop staff and foster a positive organisational culture.	✓	
Communicates clearly, simply and effectively. Can influence a wide range of audiences.	✓	
Well developed project management and research skills.	✓	
Manages change and conflicting and competing priorities effectively.	✓	
Resilience and drive to meet the demands and pressures of the post including the ability to cope effectively at times of crisis.	✓	
Negotiates effectively to ensure the best interest of the Council.	✓	
Committed to equality of opportunity in employment and service delivery.	✓	
Applies ICT solutions to improve service delivery.		✓
KNOWLEDGE & QUALIFICATIONS		
Modernisation Agenda for local government.		✓

Assistant Director, Transport & Planning Services - The Person

	Essential	Desirable
Aims and objectives of legislative and planning framework within which local government operates.	✓	
Key issues in strategic transportation and planning and how to exploit these to secure advantages.	✓	
A clear understanding of Best Value, budget management and performance management.		✓
An understanding of the contribution that a strategic approach to planning and transportation can make to exploit development opportunities.		✓
Degree level or equivalent qualification.		✓
Evidence of continuous professional development.	✓	
A chartered planner or civil engineer or equivalent.	✓	
EXPERIENCE		
Successful experience as a planner or transportation engineer in creating integrated infrastructures, preferably in an urban environment.	✓	
Track record of innovation in strategic planning or transportation.		✓
Success in building and leading teams and acting in partnership with key players in major developments.	✓	
Maximising funding opportunities to resource developments.		✓
Developing and maintaining strategic plans and in preparing statutory plans.	✓	
Negotiating and maintaining partnership relationships.	✓	
Record of achievement in promoting service improvement and customer care.	✓	