

Job Description

Post title	Forward Planning & Economic Growth Team Manager	Grade	J
Department	Planning and Regulatory Services	Post ref	PB5330

Overall job purpose

Responsible for:-

- a) Formulation of planning policy, and the development of future plans for Ashfield and ensuring that appropriate representations are made regarding national, Regional and County planning policies and those of adjoining Districts;
- b) Partnership working and representing the Council with a range of public, private and voluntary sector organisations involved in the future vision of the Council;
- c) Overall responsibility for the development of a wide range of up to date evidence base to support emerging plans.

To provide leadership and management of technical, administrative and professional staff and deputise for the Corporate Manager Planning and Building Control as required.

Reporting relationships

Reports to: Assistant Director – Planning and Regulatory Services

Responsible for: 4 x Planning Officers and 1 Policy Officer

Key tasks and responsibilities – post specific

Leading the Forward Planning Team on the preparation of the statutory Local Plan including any related strategies, design briefs and supplementary planning guidance considered to be necessary to assist in the delivery of sustainable development to the social, economic and environmental benefit of the whole community and attain Service Performance Indicators.

Leading on the management and workload setting of professional, technical and administrative staff using initiative to lead on problem solving and making direct decisions as required.

Leading on budget setting, monitoring and control for the Forward Planning section.

To work with other sections of the Council and a range of external agencies as required to promote a corporate and integral approach to the achievement of Council objectives and to comply with the Duty to co-operate with partners.

To lead the Council, at Public Inquiries, Examinations in Public, and other hearings on policy related matters. Attendance at Court Hearings and Tribunals as required.

Lead neighbourhood planning initiatives across the district.

Lead the team on providing robust and comprehensive comments to national consultations and to neighbouring authority consultations.

Lead on presenting policies, strategies and documents to council members, community groups, agencies and other stakeholders.

To provide the necessary assistance in service improvement and input into corporate processes and annual service business plan review.

To provide leadership and management using initiative and innovation to problem solve to achieve the Council's aims and objectives through the planning service.
Authorise purchase orders up to £25,000.
Manage I.T. based information systems to improve the operation of the Local Planning service and to provide information to external bodies as required.
Conduct performance development reviews, undertake regular supervisory meetings, general management of team members and recruitment interviews for relevant staff.
Ensure exemplary customer service to implement on-going service improvement.
Proactively encourage and facilitate appropriate economic development and regeneration working with partners.

Key tasks and responsibilities – corporate

Operate according to the Council's corporate values and codes of behaviour.
Ensure at all times all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.
Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.
Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.
Comply with all relevant Council policies and procedures including financial regulations, code of conduct, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.
Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.
Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.
Engage with digital models of service delivery and support the implementation of digital working methods.
Manage and / or use resources in ways that ensure value for money and supporting the commercialism agenda.
Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.

Employee signature:		Date:	
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Person Specification

Competencies	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>	
Competency framework relevant to the post:	Leadership Level 3 Assessment
Seeing the big picture	Application/Interview
Making effective decisions	Application/Interview
Leading and communicating	Application/Interview
Collaborating and partnering	Application/Interview/Test
Managing a quality service	Application/Interview
Delivering at pace	Application/Interview

Skills	Essential / Desirable	Assessment
Ability to manage and lead staff	Essential	Application/Interview
Good organisation and time management skills	Essential	Application/Interview
Excellent communication skills with a range of audiences	Essential	Application/Interview/Test
Ability to use own initiative and work to deadlines	Essential	Application/Interview/Test
Have an innovative approach to problem solving	Essential	Application/Interview
Excellent approach to customer care	Essential	Application/Interview
Sound competence in the use of IT software	Essential	Application/Interview

Knowledge	Essential / Desirable	Assessment
Widespread knowledge of Town Planning and associated legislation	Essential	Application/Interview
Project development/implementation	Desirable	Application/Interview

Experience	Essential / Desirable	Assessment
High level of experience in Forward Planning and policy development	Essential	Application/Interview
Experience of Local Planning Public Inquiry and Examination processes	Essential	Application/Interview
Experience of project budget management	Desirable	Application/Interview

Qualifications	Essential / Desirable	Evidence
Degree	Essential	Application/Interview

Membership of R.T.P.I	Essential	Application/Interview
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Additional information / other requirements of the post

- The post is politically restricted under the Local Government (Politically Restricted Posts) (No. 2) Regulations 1990
- The postholder is eligible for casual essential car user allowance.
- The post involves driving and so the postholder will be required to undertake relevant DVLA licence checks.

Date produced / last amended

March 2020

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.

If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.