

Team Leader – Planning – Tier 4b

Directorate: Service area:	Communities Planning Delivery
Accountable to:	Tier 4A Delivery Lead – Planning & Highways Development Management
Accountable for:	4 FTE
Politically restricted post	No
Delivery teams:	Planning & Highways Development Management
Grade	P

Context

Planning Delivery facilitates sustainable development across Warwickshire through regulatory and statutory activities

The service supports the County Planning Authority process through to determination of all County Matter (for mineral extraction and waste disposal and processing), and Regulation 3 planning applications (where the County Council intends to implement the development). It investigates potential breaches of planning control and undertakes Enforcement Action as appropriate

You will play an active role as part of our service team working in partnership with our Commissioning Team Leaders to innovate our service delivery capabilities.

You will support the Service Manager and other Delivery Team Leaders in achieving our organisational vision and outcomes.

You will manage your team to meet the outcomes of the service delivery plan. You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary sector and customers.

Specific role assignment

Delivery responsibilities	<ul style="list-style-type: none">• To manage the planning team in discharging the role of County Planning Authority in the determination of County Matter and Regulation 3 planning applications.• Providing advice to developers and seeking to influence the development proposals to minimise adverse impacts and seek consistency with land use and transport policies.• To analyse and assess planning applications for a range of County Council, minerals and waste developments, preparation of Regulatory Committee and Delegated reports, and handling any appeals where appropriate• Provide advice/support/direction to the team in their analysis and assessment of planning applications.
----------------------------------	---

Team Leader – Planning – Tier 4b

	<ul style="list-style-type: none"> • To present planning applications and other planning related matters to the County Council's Regulatory Committee as required • To negotiate CIL/Section 106 agreement matters on behalf of the wider County Council services and to provide the planning expertise necessary to enable the County Council to secure appropriate mitigation and site specific requirements from developments across the County. • To work with developers, statutory consultees and stakeholders to reach, where possible, a resolution based on a well balanced consideration of all of the appropriate planning matters. • Ensure compliance with planning permissions, including monitoring ongoing developments. • To manage the investigation of potential breaches of planning control and make recommendations on taking Enforcement Action as appropriate. • Negotiating and communicating with applicants and members of the public on a range of planning related matters. • To attend meetings, some of which may be outside normal office hours, as the County Council representative and undertake presentations as required. • To assist in the preparation of the County's Mineral and Waste Local Plans, and to provide a planning input into the wider work of the County Council as required.
Key business measures	<ul style="list-style-type: none"> • Responding to customer queries, enquires and complaints to Warwickshire service standards. • Manage the planning team's workload to ensure the determination of planning applications within the statutory time period.
Statutory responsibilities <i>(if applicable)</i>	County Planning Authority duties under the Town and Country Planning Act 1990 and associated Regulations and Procedures.
Specific experience	<ul style="list-style-type: none"> • Extensive experience of Planning Development Management and knowledge and understanding of the planning legislation and Government Policy. • Significant experience of preparing, presenting and defending consistent, objective, unambiguous recommendations, at officer, Regulatory Committee, public inquiry, and court levels. • Experience of managing teams. • Experience in complaint and dispute resolution. • High level of people skills including experience of liaising with owners and occupiers as well as non-professional groups and individuals. • Knowledge and experience of Health and Safety Regulations.

Team Leader – Planning – Tier 4b

Specific qualifications/and registration	<ul style="list-style-type: none"> • Graduate in Town Planning or related discipline • Member of the Royal Town Planning Institute
Budget responsibility	
FTE responsibility (line management)	4 FTE
Key stakeholder relationships	<p>Service Manager, Planning Delivery. Assistant Director, Environmental Services. Strategic Director, Communities. Other Planning Delivery Lead's. County Council Members, together with those at Parish, District and Borough Councils. District and Borough Planning Authorities. Parish Council's Lead Commissioner – Strategic Planning. Developers and applicants. Stakeholders in the planning process. Statutory Planning Consultees. Other WCC Delivery teams, including County Highways, Engineering Design Services, Enabling Services. Other County Planning Authorities. Environmental Health Officers at District and Borough Councils. MHCLG Environment Agency English Heritage Natural England Environment Agency Forestry Commission. NGOs such as Warwickshire Wildlife Trust, RSPB</p>

Generic capabilities of the role

Generic Capability	Descriptor
Business Acumen	<ul style="list-style-type: none"> • Deliver in year service plan (1 year) • Effective contract and supplier management • Meet budget, savings and income targets

- Contribute to the operational planning of the service with the commissioning team
- Ensure effective contract management arrangements are in place
- Manage costs down, deliver savings and income targets (as applicable)

Generic Capability	Descriptor
--------------------	------------

Team Leader – Planning – Tier 4b

Performance & standards	<ul style="list-style-type: none">• Statutory compliance• Professional practice• Procedure compliance
-------------------------	---

- Execute the statutory or regulatory duties that are in place and delivered across the team.
- Ensure the safe operation of the business and compliance with appropriate regulations and legislation.
- Execute the relevant policies and procedures to ensure the outcomes are delivered.

Generic Capability	Descriptor
Operational management	<ul style="list-style-type: none">• Deliver operational performance objectives• Manage the workforce• Deliver continuous improvement plans

- Meet the service key business measures for the service
- Manage costs down through operational improvement
- Manage and allocate resources to meet key business measures
- Use data and insight to improve service performance

Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none">• Workforce development• Workforce planning

- Recruit and ensure effective onboarding of team members
- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none">• Monitors the service performance framework• Effective service design

- Plan, task, deploy and co-ordinate resources to meet changing operational needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives
- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Team Leader – Planning – Tier 4b

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none">• Deals with performance issues• Maintains business continuity• Role model of how we work principles

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks

Team Leader – Planning – Tier 4b

WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



Our Behaviours



Strategy... the direction we will take to achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan, purchase and monitor our services



Strategic Commissioning... the process for understanding, planning and delivering services to achieve the best outcomes



Operational Commissioning... the process for meeting need at an individual level or to a specific group



Delivery... providing services to our customers

