

## Job Description

<b>Post Title</b>	Planning Policy Lead
<b>Service Area</b>	Regeneration and Planning
<b>Team</b>	Planning First
<b>Grade</b>	H
<b>Reports to</b>	Head of Planning First
<b>Management Type</b>	Operational and Functional
<b>Date prepared</b>	<b>January 2017</b>

### Job Purpose

- To lead the Planning Policy team in the consistent development of planning policy, implementation of projects and monitoring within the statutory requirements concerning the production of development plans.
- Work closely with political members and other strategy and corporate managers to design how strategies and policies translate into services and delivery on the ground.
- Act as a key advisor to the councils on relevant internal and external agendas.

### Key Tasks

#### Implementing the Joint Transformation Model

1. Implement the new ways of working. Proactively collaborate with colleagues to resolve issues, educate, mentor and optimise the performance of strategy and corporate activity and the Joint Transformation Model.
2. Deliver a consistent policy approach to the preparation, production, review and monitoring of development plans within the statutory requirements.
3. Oversee and manage the councils' work on strategic planning, transportation and regeneration; responsible for the delivery of the planning policies to guide development of the area.
4. Lead and contribute to the most significant and complex community and corporate projects.

5. Act as the key council adviser on planning policy issues, both internally with senior management team, political members and Cabinet, and externally with customers, partners, other agencies and stakeholders; acting as a champion and promoting the councils' work and their reputation.
6. Represent the councils at a range of local, sub-regional, regional and national fora to plan future policy and promote innovation and best practice.
7. Prepare and present reports to Cabinet, council committees and other internal and external meetings.
8. Develop and manage council policies including responding to emerging legislation, best practice and guidance, ensuring continuous development and improvement in services.
9. Contribute to strategy, performance and quality control and service/financial planning for planning.
10. Collate and present key data required for the strategic review cycle and policy development.
11. Liaise with key stakeholders including management team and Members on the councils' objectives and strategic initiatives.
12. Ensure a detailed risk management assessment is adopted where appropriate.
13. Contribute to the development of performance and quality control KPIs.
14. Work collaboratively with stakeholders across the councils to provide a seamless service to internal and external customers, and to provide advice as needed.
15. Prepare and present reports to full councils, committees and other internal and external meetings.
16. Accurately maintain all relevant information systems.

### **Leadership Accountabilities**

17. Manage the planning policy team including setting clear targets and objectives and proactively managing work flow, priorities and performance; and carrying out effective recruitment, induction, coaching, and ongoing staff management and development.
18. Manage the team's behaviours and ways of working, encouraging communication and empowerment within the team and in the way the team works with others.
19. Manage and develop the team's skill levels to support the councils' aspirations.

20. Undertake service and financial planning, developing and managing the relevant budgets to ensure the sustainability of the service.

#### Corporate Accountabilities

21. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.

22. To promote a culture that is supportive of the councils' purpose, aims and values, and to take all reasonable steps to maintain good employee relations.

23. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the councils' activities.

24. To understand and apply the councils' Data Protection and Data Quality policy and procedures.

25. Any other duties commensurate with the nature of the post.

26. Deputise for Head of Planning and cover absence of colleagues as appropriate.

27. You will be required to support Lewes District councils' and Eastbourne Borough councils' corporate priorities and to ensure business continuity eg emergency response, elections, deployment to critical services.

28. To work within the councils' Management and Core Competencies Frameworks. Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

#### Core Competencies

Sharing the Vision - Shaping the Future	<ul style="list-style-type: none"><li>• Understands the Council's purpose, context, goals, objectives and values, and is willing to behave consistently with them.</li><li>• Knows the strategic direction of the Council and acts in support of it.</li></ul>
Communicating Well	<ul style="list-style-type: none"><li>• Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally.</li><li>• Works positively to gain understanding from others.</li></ul>

Driving Improvement Performance & Results.	<ul style="list-style-type: none"> <li>• Takes responsibility and ownership for decisions, actions and results.</li> <li>• Takes actions to improve skills, knowledge and level of contribution.</li> <li>• Seeks and delivers high standards for self, team and Council</li> </ul>
Self Management	<ul style="list-style-type: none"> <li>• Self motivated and professional.</li> <li>• Is organised and uses time and technology efficiently.</li> <li>• Adopts a flexible approach to change</li> </ul>
Delivering for our Customers	<ul style="list-style-type: none"> <li>• Demonstrates a desire to identify and give priority to meeting and exceeding the needs of internal and external customers, generating high levels of customer satisfaction</li> </ul>
Working Together	<ul style="list-style-type: none"> <li>• Actively contributes to team working, sharing information, valuing the input of others.</li> <li>• Works co-operatively and is committed to building, productive, positive relationships.</li> <li>• Demonstrates commitment to achieving overall team objectives</li> </ul>

### **Management Competencies**

Leadership	<ul style="list-style-type: none"> <li>• Inspires and engenders commitment in others.</li> <li>• Leads from the front and by example.</li> <li>• Presents a united corporate view.</li> </ul>
Managing and Developing Performance.	<ul style="list-style-type: none"> <li>• Coaches and supports individuals and teams to perform at their best, motivating and developing them to achieve high performance.</li> </ul>
Managing Resources	<ul style="list-style-type: none"> <li>• Ensures the Council's priorities are achieved through planned action programmes.</li> <li>• Makes best use of resources, ensuring value for money</li> </ul>
Managing change	<ul style="list-style-type: none"> <li>• Embraces, facilitates, implements and manages change to improve and develop services</li> </ul>

**This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.**

## PERSON SPECIFICATION

### QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none"><li>• Educated to degree level</li><li>• RTPI recognised degree</li></ul>	<ul style="list-style-type: none"><li>• Management qualification</li></ul>

### TRAINING

Essential	Desirable
<ul style="list-style-type: none"><li>• Project management</li><li>• Management principles and practices</li></ul>	<ul style="list-style-type: none"><li>• Coaching</li><li>• Project management tools/software</li></ul>

### SKILLS & ABILITIES

Essential	Desirable
<ul style="list-style-type: none"><li>• Strategic vision and ability to translate it into clear, achievable priorities and objectives</li><li>• Entrepreneurial skills and political and commercial acumen</li><li>• Lead, develop and motivate a team of staff, setting and meeting performance targets</li><li>• Excellent verbal and written, communication and presentation skills, including the ability to communicate effectively with a wide range of audiences</li><li>• Decision making and ability to think innovatively and practically</li><li>• Negotiation and consultation</li><li>• Ability to establish strong working relationship with partners, stakeholders and contractors</li><li>• Analytical, diagnostic and problem solving skills</li><li>• Proficient in relevant IT software applications</li></ul>	<ul style="list-style-type: none"><li>• Ability to harness IT as an effective business tool</li></ul>

## KNOWLEDGE

Essential	Desirable
<ul style="list-style-type: none"><li>• In-depth knowledge of the UK town and country planning system, with an awareness of current and emerging issues.</li><li>• Knowledge and understanding of a broad range of policy, regulations and best practice</li><li>• Understanding of the Local Authority context and latest developments in service delivery and practices.</li><li>• Understanding of project planning processes and management</li><li>• Contracts and procurement methods and practices</li><li>• Service and financial planning</li><li>• Budget management and monitoring</li><li>• Human resource management principles and procedures</li><li>• Risk management</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>

## EXPERIENCE

Essential	Desirable
<ul style="list-style-type: none"><li>• Professional competence/expertise and proven experience in the relevant service area</li><li>• Track record of achievement in delivering sound planning policies</li><li>• Experience of identifying service needs and instigating, designing, developing and commissioning innovative services to address these</li><li>• Track record of effective engagement with internal and external partners, influencing strategic aims and priorities, policy and action planning</li><li>• Responsibility for planning and delivering major projects/programmes – including across an organisation</li><li>• Experience of strategic contract management</li><li>• Production of reports and briefings</li><li>• Experience of working in close collaboration with board/committee/council members</li></ul>	<ul style="list-style-type: none"><li>• Public speaking</li><li>• Delivery of capital programmes/projects</li><li>• Working in a matrix environment</li></ul>

and senior officers across the private, public and voluntary sectors • Managing conflicting priorities, sometimes under pressure	
-------------------------------------------------------------------------------------------------------------------------------------	--

## PHYSICAL, LEGAL AND OTHER REQUIREMENTS

Essential	Desirable
<ul style="list-style-type: none"> <li>• Willingness to work within the councils' Management and Core competency frameworks</li> <li>• An engaging, enthusiastic and positive manner with a strong "can do" approach</li> <li>• Be occasionally available to work additional hours outside of normal working hours when need arises</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

***All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.***