

JOB DESCRIPTION

POST TITLE	Team Leader Housing & Economy
GRADE	12
DIVISION / UNIT	Planning and Growth
DEPARTMENT	Chief Executive's
REPORTS TO:	Planning Policy and Monitoring Innovation Manager

PURPOSE OF THE JOB

1. To take a lead in the Southwark Planning Department Development Plan to take part in and support staff in a learning environment where you will have the opportunity to develop professional skills, knowledge, behaviours and work experience in Planning.
2. You will develop effective working relationships with colleagues internally and with planners throughout London to ensure that you understand their aims and priorities. You will work in partnership with transport, environment and planning colleagues and professional associations to drive forward their improvement agenda through their staff. You will also have the opportunity to actively lead your own policy documents with the support of your manager. You will ensure that the work you deliver is of highly, relevant and is delivered on time. You will be expected to actively seek out learning opportunities to maintain and develop your planning expertise as part of an organised programme.
3. You will be responsible for working with local partners/stakeholders and other units/departments within the Council to identify and manage policy and monitoring opportunities that support the Council's key objectives within defined areas and linking this to the determination of planning applications, preparation and implementation of planning policy and guidance, projects or other activities related to the town planning service.
4. You will work with teams of professional officers in the delivery of policy and monitoring to support the functions of the planning service and be responsible for the provision of highest quality, outcomes focused on the needs of clients including the Cabinet, committees, steering groups, other council teams and elected members.

PRINCIPAL ACCOUNTABILITIES

1. To deliver complex and specialised planning services including development management, the preparation of planning policy, and delivery of planning related projects in accordance with recognised performance standards and delivery plans.
2. To contribute to decisions and recommendations regarding development management, planning policy, planning services and planning projects and activities that will have lasting effects on the development of the borough and impacts on the local environment, economy and community. The postholder will carry out research, evaluation and work on cases and projects with the potential to

impact on the development value of land in the borough, the amount of development that can take place, the delivery of council priorities such as affordable housing and have major environmental impacts.

3. To provide advice on the statutory planning process reaching high standards of clarity and accuracy and to ensure that the impacts of planning and transport policy and decisions are properly monitored and reported to demonstrate that they are effective in achieving the council's aims. The postholder will provide advice with the potential to impact on the legal, reputational and financial risks faced by the council.
4. To support team working with other professional staff on transport planning decisions, planning and transport policy and projects demonstrating an understanding of project management fully cooperating with all relevant colleagues and partner organisations and in accordance with all relevant procedures.
5. To contribute to innovation and promotion of service excellence so that all aspects of the service are delivered in the most effective way.
6. To demonstrate political awareness in the provision of expert advice to the public and senior officers of the council on planning decisions, policy and projects that are the responsibility of the postholder.
7. To maintain the improvement in equal opportunities in employment, contribute to Southwark Stands Together, and service delivery.
8. To undertake other duties commensurate with the general level of responsibility of the post.

JOB CONTEXT

The post is located in the Planning and Growth Division which is part of the Chief Executive's Department of Southwark Council. The role is to promote investment in the borough, deliver more and better housing to meet the borough's needs, promote economic development and life chances and improve the quality of life generally and promote quality and excellence.

The Planning Service provides a source of professional expertise to assess planning applications and to write planning policies that are used during the assessments and to monitor change and development to make sure that the planning service is contemporary.

Contacts

1. The role will have regular contact with leading Council Members, including the Leader and Cabinet members, the Chair and Members of the Planning Committee and planning sub – committees, Chief Officers and other senior managers across the Council.
2. Key external contacts will include the Mayor's Office, GLA, TfL, HCA, Government departments, other London boroughs, commercial developers and a variety of community organisations and partners.

Financial responsibilities

3. Negotiating section 106 agreements and other financial issues such as viability that arise as part of planning applications.

4. The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.
5. The post holder will be expected to regularly work outside normal working hours including attendance at evening meetings.

Grade/Conditions of Service

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PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

	Essential (E) or Desirable (D)	How assessed (S/ I/ T)
Knowledge, including educational qualifications:		
1. A degree in a relevant subject or a relevant professional qualification and evidence of continuing professional development with an understanding of management concepts, practices and principles gained through experience	E	S
2. A in depth understanding of urban planning and regeneration issues in a major city context and how town and planning can contribute to this	E	SI
3. An understanding of the equalities issues in Southwark and equalities issues for the Council. This should include a practical understanding of the problems of social exclusion within an inner London borough.	E	SI
Experience:		
4. Experience in supervising in a busy planning service, developing staff and responsibility for applications or projects.	E	I
5. Experience of strategic planning and decision making at a local and regional level, working with a diverse local community, analysing their views and needs to achieve a positive outcome.	E	SI
Aptitudes, Skills & Competencies:		
6. Ability to write and present information clearly and concisely which is appropriate to the context and audience. This should include qualitative and quantitative techniques and evaluation and justification of evidence and consultation responses.	E	SI
7. Effective written, numeracy, verbal communication including clear briefs for action.	E	SI
8. Ability to follow instruction, learn new tasks and take responsibility to own development	E	I
9. Looks for continuous improvement to meet ongoing requirements. Understands, prioritises and constantly strives to achieve customer satisfaction being sensitive to internal and external stakeholders.	E	I

10. Looks for continuous improvements and challenges accepted practices. Responds positively to and learns from change. Is receptive to new ideas and is willing to lead change.	E	I
11. Commitment to attend work and improve knowledge, experience and performance. Is enthusiastic and committed remaining professional and calm under pressure to be resilient and persevering when coping with disappointments and set backs.	E	I
Special Conditions of Recruitment:		
Comply with and promote the Council's Equal opportunities policy		

Key:

D	Desirable	S	Shortlisting criteria
E	Essential	I	Evaluated at interview
		T	Subject to test