

# JOB OUTLINE

<b>Dept:</b> Development and Housing		<b>Section:</b> Planning Policy
<b>Post No:</b> DEPP01001	<b>Designation:</b> Planning Policy Manager	<b>Grade:</b> 15 SCP48-49

## Purpose of Job:

To manage the staff and workload of the Planning Policy Team efficiently and effectively to deliver core, statutory planning services, and non-statutory services in accordance with the Council's priorities as set out in Corporate and Directorate service delivery plans. To be the principal adviser to the Council on all matters relating to planning policy.

## Main Duties/Responsibilities:

### Management Duties:

1. To manage the division effectively by demonstrating satisfactorily the following competencies:

#### a) Communication

To ensure effective communication between higher levels of management and all staff in relation to current and future workload priorities and resource needs.

To communicate with members and stakeholders in relation to all aspects of the division's work.

#### b) Innovation and change

To anticipate and manage change so that staff participate in, and understand changes in, priorities and workloads.

#### c) Planning and managing resources

To plan the workload of the division and develop systems that maximise the use of council resources whilst maintaining both a quality service and quality outcomes.

To identify funding sources and manage the inputs to any bidding processes.

To monitor and evaluate the outcomes of the division.

To plan for future resource requirements.

#### d) Managing Performance and Delivery

To assess and implement effective and fair service delivery methods following consultation with stakeholders.

To take an innovative and dynamic approach to service delivery.

To ensure that performance can be assessed and that it is regularly monitored.

#### **e) Alliance Building/Team Working**

To foster team building and collaborative working, taking a balanced view of stakeholder needs.

To promote a positive view of the service at all times.

To seek out appropriate new partnerships for service delivery.

#### **f) Lead and Motivate**

To champion the technical work of the division at all times.

To give effective direction to the division and make balanced, fair and objective decisions.

To motivate and support staff in their work and personal development.

#### **g) Decision Making/Problem Solving**

To provide direction and clarity to staff, keeping them informed on key decisions and priorities.

To take a broad perspective of the planning and housing services and generate innovative solutions to problems.

To assess the impact/risks of decisions taken.

To resolve problems/conflicts through negotiation in a fair and consistent manner.

#### **h) Self-Management**

To exhibit self-control and confidence.

To manage effectively the use of time and resources.

To pursue opportunities for personal and team development.

2. To take an active role in departmental and corporate management.
3. To support and, where appropriate, to deputise for senior officers on strategic planning matters and the day to day running of the Directorate in relation to planning policy.
4. To provide objective advice and information to members and other stakeholders in all aspects of planning policy.
5. To apply the Council's policies, procedures and regulations to all aspects of the division's work including Health and Safety, HR, legal and financial matters.
6. To ensure that the work of the Division complies with the public sector equality duty.

#### **Technical Duties**

1. To undertake day to day management of the Planning Policy Team and provide professional advice to other officers, members and stakeholders in respect of the planning policy function.
2. To act in conjunction with the Director of Development and Housing and the Assistant Director (Head of City Growth and Regeneration) as the Council's senior professional adviser in respect of planning policy; to ensure that the Council meets its statutory duties under planning legislation and to present the Council's position in Committees, appeals and examinations.

3. To contribute to the delivery of all aspects of the planning service and to ensure that the work of the Planning Policy Team is integrated with and supports the whole Department.
4. To undertake appropriate continuous professional development to maintain professional skills and expertise.
5. To implement appropriate policies and procedures to ensure quality in both outcomes and service delivery processes.
6. Any other duties of the same level of responsibility.

NB: The Council is an equal opportunities employer and service provider. The Council has a statutory duty to promote equality. All employees must be aware of that duty and work to the Council's equality standards.

In addition, other duties at the same level of responsibility may be allocated at any time.

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