



**North
Northamptonshire
Council**

North Northamptonshire Council Job Description and Person Specification

Note: This job description is subject to change dependent upon consultation responses

Head of Planning Management & Enforcement

Service Group: Growth & Regeneration

Reports to: Assistant Director of Growth & Regeneration

Salary scale: Proposed Benchmark to NCC Grade SM1 plus market supplement, subject to assimilation to NNC pay and grade structure.

Responsible for: Planning Management & Enforcement Service

Purpose of the job

To lead and be responsible for the strategic and operational management of the Council's Planning Management & Enforcement Service, including all matters relating to strategic and local planning management and their associated committees, appeals and legal challenges to planning decisions, planning enforcement and street naming & numbering.

To develop and implement plans and strategies to transform the Council's Planning Management and Enforcement Service, by building partnership working across the Council and with external stakeholders to understand customer needs and to deliver a consistently high performing, cost effective and robust service that meets those needs and delivers high quality places across North Northamptonshire.

Principal responsibilities

1. To be responsible for the leadership of all aspects of the Planning Management & Enforcement Service including:
 - a. Pre-application advice
 - b. Planning management
 - c. Negotiation of developer contributions
 - d. Negotiation of Planning Performance Agreements
 - e. Strategic sites and associated infrastructure master-planning and delivery
 - f. Planning committees
 - g. Planning appeals and legal challenges

- h. Planning enforcement
 - i. Street naming & numbering
- 2. To ensure and be accountable for the successful delivery of all day to day functions provided by the Service in accordance with legislation, corporate objectives, service plans, performance management systems and approved budgets.
- 3. To be responsible for all aspects of performance management of the Service, ensuring the successful delivery of the targets set for the Service within service plans, or otherwise by the Assistant Director of Growth & Regeneration.
- 4. To work with the Assistant Director of Growth & Regeneration to shape the future direction of the Service and its transformation to ensure that strategic objectives are met.
- 5. To develop and implement plans and strategies to deliver the transformation of the Service, including its digitalisation, securing the harmonisation of service provision, continuous improvement and efficiency within all functions of the Service.
- 6. To successfully manage change within the Service and build and maintain an enthusiastic and committed workforce with a 'One Team' approach.
- 7. To champion the highest standards of behaviour and professionalism across the entire Service.
- 8. To be responsible for leading the management of all employees (permanent, temporary, seconded and agency) within the Service and to oversee all aspects of workforce management, including recruitment, development, training, performance and discipline.
- 9. The management of financial resources, service-specific ICT systems and specialist plant and equipment in accordance with the Council's policies and procedures, budget system and constitution.
- 10. To ensure all decisions taken and processes carried out are lawful and that relevant legislative requirements are acted upon appropriately.
- 11. To horizon scan in order to recognise and react to changes in legislation, guidance and best practice and to ensure the effective and expeditious implementation of any necessary changes relevant to the Service as they affect the Authority.
- 12. To provide professional and technical guidance and advice for all aspects of the functions of the Service to the Assistant Director of Growth & Regeneration, Corporate Leadership Team, elected members, other employees and members of the public.
- 13. To oversee the efficient running of the Council's planning committees. To prepare and present reports and attend committees, boards, panels and other meetings as required by the Authority.

14. To represent the Council on planning issues in countywide, regional and national forums as required, including the representation of the Council or Service on specialist bodies as required by the Assistant Director of Growth & Regeneration.
15. To communicate and champion the Council's values, professional behaviours and priorities to employees, partners and the public.
16. To investigate complaints made in relation to the Service, or against members of staff under the management of the post holder, and to work in coordination with the Council's Complaints & Compliments Team to ensure that such complaints are appropriately responded to in a timely manner.
17. To support both internal and external auditors when functions of the Service are participating in audit proceedings and to ensure that all audit recommendations are completed in a timely manner.
18. To deputise for the Assistant Director of Growth & Regeneration in their absence.
19. To support the delivery of the Council's Carbon Reduction Plan, including responsibility for identifying cost effective solutions that reduce consumption and emission of greenhouse gasses and meet the Council's carbon neutral targets.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

Note: the job description is not a definite list of tasks. It is designed to give an overall view of the job. It is not an indicator of the sole requirements to do your work. It is expected that you will use initiative and develop your own style to achieve the overall purpose.

Reasonable adjustments will be made to working arrangements to accommodate a person with a disability who would otherwise be prevented from undertaking the work.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Degree in a planning related subject</p> <p>Relevant professional qualification and chartered status (i.e. MRTPI)</p> <p>Evidence of continuing professional development</p> <p>Driving Licence</p>	<p>Post graduate diploma / Masters degree in town planning or similar</p> <p>Management qualification (Minimum NVQ Level 4 or equivalent)</p> <p>Prepared to study for a vocational management qualification or similar</p>
Experience and Knowledge	<p>Expert knowledge of planning system and associated legislation</p> <p>Experience of working at a senior level for a Local Planning Authority</p> <p>Knowledge and understanding of the dynamics and complexities of public sector and local government</p> <p>Strategic knowledge & understanding of Planning Management & Enforcement services</p> <p>Extensive experience dealing with complex and/or contentious planning matters and politically sensitive issues</p> <p>Significant experience of negotiating with developers to agree developer contributions, Planning Performance Agreements etc.</p>	<p>Project management skills</p> <p>Experience dealing with the media</p> <p>Experience in gathering, analysing and presenting statistical information</p>

Attributes	Essential criteria	Desirable criteria
	<p>Knowledge and experience of how to effect cultural and behavioural change, developing high performing teams.</p> <p>Excellent business and service planning knowledge and experience</p>	
Ability and Skills	<p>Excellent leadership, negotiation and influencing skills, including change management and significant service delivery improvement</p> <p>Recognition of the political environment of Local Government, demonstrating an understanding of how to approach sensitive matters</p> <p>Excellent time management skills, with the ability to plan and deliver objectives with an agreed timeframe and be flexible in work approaches</p> <p>Demonstrate excellent communication skills level of written and oral communication and IT user skill</p> <p>Ability to develop, influence and maintain good working relationships with a wide range of customers, elected members, stakeholders and partners</p> <p>Innovative approach to problem solving and achieving value for money</p> <p>Excellent performance and financial management skills</p> <p>Ability and willingness to attend evening committee meetings</p>	

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role.	