

## Role Profile

This section provides key information relating to the role

<b>Job Title:</b>	Planning Policy and Implementation Manager		
<b>Post No:</b>	P00186	<b>Grade:</b>	COC
<b>Team:</b>	Planning Policy and Implementation	<b>Location:</b>	Campus East Welwyn Garden City
<b>Responsible to:</b>	Assistant Director (Planning)		
<b>Responsible for:</b>	3 Principal Planners 3 Career Grade Planners 1 Planning & Data Analysis Officer		

### Overall job purpose:

To manage the delivery of the planning policy function and associated planning projects. To provide general management of the team and to have responsibility for the management of the team's budget. To provide professional advice to the Assistant Director (Planning) and Members on all aspects of planning policy and related topics and projects.

### Key areas of focus:

1.	Responsible for the overall preparation, monitoring and review of the Local Plan, supporting evidence and associated documents.
2.	Responsible for the implementation of the planning policy framework through the preparation of the local development documents and associated documents.
3.	To provide and support a robust monitoring framework for the Local Plan and its successors(s), including the development of information systems to support this process.
4.	To commission and manage the production of key pieces of technical work required to support the delivery of the planning service plan in line with the Council's procurement policies and protocols.
5.	To provide responses on national and regional policy initiatives.
6.	To manage the Planning Policy and Implementation Team in line with the Planning service plan ensuring that corporate management responsibilities are discharged through the Council's Performance Management Scheme.
7.	Responsible for the day-to-day management of the team's budget.

8.	To act as lead advisor to Members and the Assistant Director (Planning) on all matters of planning policy and present evidence on behalf of the Council at examinations in public and, where necessary, at public inquiries.
9.	Participate in the corporate management of the Planning service area through attendance at Planning Management Team meetings.
10.	To oversee the development and implementation of identified major planning projects.
11.	To attend committees and other Council meetings as the Council's lead advisor of planning policy matters and represent the Council in such matters on external bodies.
12.	To promote the work of the planning service to the wider community.
13.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
14.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
15.	Any other duties that are commensurate with the level and grade of this post.

### Role Requirements

The following outlines the criteria for this post. Applicants should describe in their application how they meet the criteria

Criteria	Essential	Desirable	Assessment Criteria
<b>Qualifications and experience</b>			
Degree in Town Planning or related discipline	x		AP
Membership of RTPI or equivalent (or eligible for membership)	x		AP
Management Qualification		x	AP
Substantial experience working in Planning Policy and significant experience of managing staff	x		AP
Experience of working with members and managing politically sensitive issues	x		AP/IN

Experience of managing staff and resources	x		AP/IN
Experience of representing a Local Authority as expert witness at Local Plan examinations and public inquiries	x		AP
Experience of managing change of town centres		x	AP
<b>Knowledge</b>			
Thorough knowledge of all aspects of the Planning Process, with particular/specialist understanding of the development plan process and issues	x		AS/IN
Understanding of Sustainability and its practical implications for land use planning	x		AS
Understanding of the interrelationship of Local Government Services and the relevance of the planning system to the development of corporate strategy	x		AS
Knowledge of wider environmental social and economic issues and their relationship with the planning process		x	AS
<b>Skills and abilities</b>			
Proven ability to assimilate complex information and to understand complex issues and to consequently present clear advice to Senior Officers and Members	x		AP / AS / IN
Proven ability to think strategically and formulate policy options	x		AS
Proven ability to manage resources	x		IN
Proven ability to manage projects	x		IN
Proven ability to communicate and work in partnership with the public and others included in the planning process	x		IN
Proven ability to apply original thought to problem solving	x		IN
Proven ability to lead partnership team		x	IN
<b>Other attributes</b>			
Acceptance that working outside of normal office hours such as evenings and weekends is part of this role	x		AP
Full, clean UK driving licence.	x		AP

**Assessment Criteria:**  
**(AP) Application, (AS) Assessment, (IN) Interview**

**Our Values and Behaviours**



Our CORE values are key to delivering our vision, plans and strategies.

<b>Collaborative</b>	<b>Open</b>	<b>Responsible</b>	<b>Excellent</b>
We <b>work</b> together to get things done	We <b>behave</b> with integrity & fairness	We <b>take</b> responsibility for our actions and decisions	We <b>perform</b> at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.