North Northamptonshire Council

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Job Description and Person Specification

Head of Development Management & Planning Enforcement

Service Group: Assets, Growth & Regeneration
Reports to: Director of Assets, Growth & Regeneration
Salary scale: NNC Band 12 (£74,772 - £79,583)
Responsible for: Development Management & Enforcement Service

Purpose of the job

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

To develop and implement plans and strategies to continue to transform the Council's Development 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 Development Management and Enforcement Service including:
    a. Pre-application advice
    b. Planning applications and related submissions
    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. Nominated officer for the planning scheme of delegation
h. Planning appeals and legal challenges
i. Planning enforcement
j. 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, Highways, Waste and Growth..

4. To work with the Assistant Director, Highways, Waste and Growth 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 continue 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 to 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, Highways, Waste and Growth, 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, Highways, Waste and Growth.

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, Highways, Waste and Growth 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.

Special features of the post

Politically Restricted
Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a Local Authority, other than a Parish Council

Person Specification

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

Attributes	Essential criteria	Desirable criteria
	Knowledge and experience of how to effect cultural and behavioural change, developing high performing teams. Excellent business and service planning knowledge and experience. Budget management experience – including financial planning and reporting Experience in managing formal discipline and grievances Experience recruiting staff	
Ability and Skills	Excellent leadership, negotiation and influencing skills, including change management and significant service delivery improvement Recognition of the political environment of Local Government, demonstrating an understanding of how to approach sensitive matters Excellent time management skills, with the ability to plan and deliver objectives with an agreed timeframe and be flexible in work approaches Demonstrate excellent communication skills level of written and oral communication and IT user skill Ability to develop, influence and maintain good working relationships with a wide range of customers, elected members, stakeholders and partners	

Attributes	Essential criteria	Desirable criteria
	Innovative approach to problem solving and achieving value for money Excellent performance and financial management skills Ability and willingness to attend evening committee meetings The ability to carry out site visits or investigations on building sites, including working on ladders and scaffolding, and uneven ground conditions.	
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.	