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**Regeneration and Culture**

**Operational Director of Planning and Building**

**Job Description and Person Specification**

**November 2022**

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| **J o b D e s c r i p t i o n** | |
| **Job Title:** | Operational Director of Planning and Building Control |
| **Service Area:** | Regeneration and Culture |
| **Function:** | Planning and Building Control |
| **Team:** |  |
| **Post number:** |  |
| **Grade:** |  |
| **Hours/weeks:**  *E.g. 36 hours/52.14 weeks* | Full time |
| **Base location:** | Ilford |
| **Reports to:**  *Job title* | Corporate Director of Regeneration and Culture |
| **Responsible for:**  *Job titles of direct reports* | Senior Managers x 6, and up to 50 staff |
| **Role purpose and role dimensions:**  *Overview of the job* | * To provide leadership and motivation for professional teams involved in Planning Policy , Development Management (including Planning Enforcement), and Building Control. * To lead, direct and manage the Planning and Building Control functions to ensure the effective delivery of these services, which will be instrumental in enabling the Council to implement its investment and regeneration strategy. * To provide leadership and vision in the delivery of planning services, both internally and with partners external to the Council, including developers, local residents and groups, and public agencies. * To provide high level advice relating to all Town Planning and Building Control matters to the Council’s Executive and Council Committees, including the Regulatory Committee and other Committees as required. * To represent/deputise for the Corporate Director of Regeneration and Culture. |
| **Key external contacts:**  *Organisations* | * Developers and their agents * Local residents and amenity associations * Relevant Government Departments and the Greater London Authority (GLA) |
| **Key internal contacts:**  *Job titles or groups of staff* | Senior managers within Regeneration and Culture and across other Council departments |
| **Financial dimensions:**  *Budgetary responsibility & amount.*  *Equipment, cash, property etc. for which employee is responsible.* | * Staffing and other budgets of approximately £2.5m * Income generated of about £1.5m * Strategic responsibility for the collection and administration of Community Infrastructure Levy (CIL) totalling approximately £14m |
| **Key areas for decision making:** | * Delegated decisions on planning applications and enforcement * Making recommendations to Committee on planning applications * Making recommendations on Planning Policy to Cabinet * Determinations on Building Regulation applications and other Building Control work areas |
| **Other considerations:**  *E.g. working patterns* | Attending regular evening and occasional weekend meetings |

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| **Key accountabilities and result areas:** | | | **Key elements:** | | |
| **Leadership and Performance Management of Functional areas** | | | **This will involve:**   * Providing leadership and motivation for professional teams, involved in Planning and Building Control. * Developing work plans and setting targets for the delivery of these services, and ensuring service standards are met. Achieving high performance will be a principle objective and systems will need to be in place and actively monitored and managed. | | |
| **Staff and Management and Development**  **Financial Management** | | | **This will involve:**   * Ensuring there is a wide understanding by staff of the Council’s corporate objectives and how aspects of the service relate to these priorities . * Ensuring that staff in Planning and Building Control are effectively managed and developed to achieve high performance. This will involve making sure all professional, technical and other administrative staff understands what is expected of them. * Ensuring that the budgets for the functional areas are planned, monitored and managed to secure value for money in the delivery of all services. | | |
| **Delivery of Planning and Building Control professional work** | | | **This will involve:**   * Ensuring the timely review and preparation of the Council’s Local Development Framework and Development Plan Documents, and the delivery of robust, effective and appropriate planning policy for adoption by the Council. * Ensuring that the policies to be developed are consistent with national government policies and guidance, and meet the strategic objectives of the Council. * Ensuring that the Development Management function is consistent with planning policies and other material factors and meets targets for delivery. * Responsibility for the efficient and effective management of the performance of Development management, ensuring that management information systems are in place to meet Council’s obligations with regard to planning applications and appeals, with financial and performance data available. * Ensuring the effective, efficient and cost-effective management of the Council’s building control processes, both statutory and fee earning. | | |
| **Corporate and service management** | | | **This will involve:**   * Contributing to the service planning and budget making processes for Regeneration and Culture. * Implementing the Council’s Corporate Plan objectives, ensuring the Borough supports sustainable growth with new housing and jobs and excellence in planning and the built form. | | |
| **Community participation** | | | **This will involve:**   * Ensuring that there is appropriate and timely engagement with residents, local businesses, and partners in all planning work. | | |
| **Functional Area development** | | | **This will involve:**   * Keeping under review the effectiveness of the service areas and developing, as appropriate, new ways to deliver services to meet operational and budget pressures. | | |
| **General accountabilities and responsibilities** | | | | | |
| **Green Statement** | | | **This will involve:**   * Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council’s commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job. | | |
| **Data Protection/Confidentiality** | | | **This will involve:**   * Complying with the Data Protection and information governance legislation – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. * Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees’ access to and use of the Council’s databases and systems. Any breaches could result in disciplinary measures. * Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements. | | |
| **Conduct and Whistleblowing** | | | **This will involve:**   * Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination. | | |
| **Safer Working** | | | **This will involve:**   * Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview. | | |
| **Equalities and Diversity** | | | **This will involve:**   * Ensuring that the spirit of diversity is promoted at all times and that the Council’s policies are adhered to in all areas of responsibility. * Complying with the Council’s strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertaken any appropriate training and to challenge any prejudice and discrimination. | | |
| **Customer Care** | | | **This will involve:**   * Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services. | | |
| **Health and Safety** | | | **This will involve:**   * Being responsible for your own Health & Safety, and all staff within the functional area, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management. | | |
| **To contribute as an effective and collaborative member of the team** | | | **This will involve:**   * Taking responsibility for continuing self-development and participating in training and development activities. * Participating in the ongoing development, implementation and monitoring of the service plans. * Supporting and contributing to value for money, service efficiencies and improvements. | | |
| **Flexibility** | | | **This will involve:**   * The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence. | | |
| **P e r s o n S p e c i f i c a t i o n** | | | | | |
| **Job Title:** | |  | | | |
|  | *Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important* | | | A - I – T | Weighting |
| **Minimum education/ qualifications:** | | * Chartered Town Planner   Ability to lead and represent the Council with external bodies and developers with credibility, clarity and tenacity.  Ability to lead, advise and show good judgement in respect of development proposals and in particular those projects which are high profile, controversial and multi-million pound proposals.   * Ability to lead town planners and other professionals with credibility essential | | TO BE AGREED | ALL TO BE DECIDED |
| **Minimum experience/ knowledge/ skills:** | | **Knowledge required**   * Statutory planning system. * Social, economic and environmental planning policy. * Project Management * Commercially astute and able to appraise complex financial and viability issues.   **Experience required**   * A successful track record in Planning delivery, particularly Development Management. * Management experience within a comparable organisation, in terms of scope, complexity, responsibilities, budgets and resources. * Managing a high performance culture and ensuring focus on delivery. * Managing in a political environment. * Managing and developing a large staff team. | |  |  |
| **Competencies:**  Customer focus | | * Demonstrating a high customer focus work ethic. | |  |  |
| Communicating and influencing | | * Able to present complex issues to and communicate effectively with a range of audiences. * Ability to influence both internal and external proposals to ensure the Council’s priorities are met. * Able to develop and maintain relationships with politicians. | |  |  |
| Building relationships, working together and in partnership | | * Excellent team player, prepared to work collaboratively with work colleagues across the Council. * Able to develop positive working relationships with developers and local communities. | |  |  |
| Respecting & implementing diversity | | * Able to implement effective diversity policies. * Commitment to promoting diversity in the workplace. | |  |  |
| Planning, organising & achieving results | | * Able to manage a complex and demanding workload and deal simultaneously with a range of tasks and activities. * Able to plan own workload and that of the functional work areas to meet targets and deliver quality services. | |  |  |
| Embracing change | | * Demonstrate effectiveness in handling pressure and be resilient. * Being open to new ways of working and taking forward initial proposals through to successful implementation. | |  |  |
| Leadership | | * A strong, credible leader with an inclusive, engaging, and highly values-based leadership style, able to motivate a large team, achieving objectives and delivering consistent results. | |  |  |
| Managing and developing people | | * Ability to manage, motivate and develop large teams of staff to achieve performance at the highest level | |  |  |
| **Other** | | * Demonstrate the highest standard of conduct and public confidence in their integrity. | |  |  |
| **Signature of Employee:** | | **Name:** | | **Date:** | |