

# Job description and specification

<b>Job Title:</b>	Director of Planning & Environment
<b>Reference:</b>	CE227
<b>Service:</b>	Place
<b>Grade:</b>	D
<b>Reports to:</b>	Executive Director of Place Delamere House, Crewe with travel to Macclesfield Town Hall and other
<b>Location:</b>	locations within Cheshire East.
<b>DBS Requirement:</b>	No

## Your job

This role will provide strategic leadership and management for range of important front line services including waste, public protection, libraries and planning; as well ensuring the council has effective customer operations in place.

## In this job you will

1. Lead the management, development and continuous improvement of Planning and Environment Services to ensure an efficient and high-quality delivery of service.
2. Have overall responsibility for statutory and non-statutory duties within the Planning and Environment services.
3. Develop and implement the Council's environment strategy which effectively protects and enhances the quality of the environment in the Borough.
4. Develop and sustain effective working arrangements with partners, Government departments, other relevant organisations, businesses, voluntary sector groups and user groups.
5. Ensure the council has an effective customer service strategy in place which ensures all front-line services are delivered around the needs of the council's customers (residents, visitors and businesses)
6. Provide strategic support to the Executive Director – Place in the management of Council's shareholder's interests in all of its wholly owned companies.
7. Drive continuous improvement in the delivery of the services allocated to the division.
8. Develop and implement the strategic framework for the effective delivery of all the services within the division ensuring that the Council's statutory requirements are met.
9. Ensure the division meets its budget targets and manages its finances in line with the council's rules and procedures.
10. Develop and implement effective commissioning and contract management arrangements which ensure the effective and timely delivery of services and comply with the council's rules and procedures.
11. Implement effective performance management arrangements which are embedded throughout all services within the division.
12. Establish effective consultation, communication and engagement processes are established and managed for the division.

13. To ensure that the Planning and Environment Services team have effective project and programme management arrangements in place to successfully deliver projects/programmes allocated to the division.
14. Provide timely, effective and technical advice to Members and Officers to enable effective decision making by the Council.

Responsibilities of Management Level:

As a responsible manager within the Authority:

15. To ensure that services are delivered efficiently, effectively and within budget.
16. To provide strong, creative and resourceful team management.
17. To ensure consistently high levels of customer satisfaction, including designing and putting in place an effective framework to capture measure and report on this on a regular basis.
18. To support, encourage and enable collaborative multiple accountabilities and multi-agency working, in partnership with a wide range of other service providers, to deliver outcomes for local people efficiently and effectively.
19. To create, foster and maintain a safe and healthy working environment, which encourages commerciality, creative thinking, innovative practice and acceptable well managed risk taking by all staff, and which seeks actively to provide added 'public value' from limited resources.
20. To manage all aspects of the team and individual staff performances including use of resources against agreed shared and personal targets.
21. To work closely with elected Members at local level, to support them in undertaking their Community Leadership role effectively and confidently.
22. To take responsibility for, and be directly accountable for the performance and use of resources, of a range of defined related functions and activities, as the main (but not exclusive) area of focus of the role
23. To contribute actively to the effective functioning of a network with peers, for mutual development and support, to derive shared solutions to service delivery.
24. To articulate and champion the Council's operating model and principles, driving efficiency and continuous improvement.

**From time to time you may be asked to undertake work as may be determined by the Chief Executive and/or an Executive Director. This will be up to or at a level that is consistent with your job role. This supports our joint commitment in our employee deal to work together as one team and one council to deliver the best service for our customers and communities.**

## In this job you will need

You must be able to demonstrate the following essential requirements:

### Qualifications

- Degree level qualification in a relevant discipline
- Senior membership of a relevant professional body
- Post graduate management qualification (e.g. MBA) or relevant management experience.
- Evidence of continued professional development

### Knowledge and Experience:

- Experience of leading the delivery of strategic objectives and policies through effective service planning.
- Experience and consistent achievement at a senior management level in an organisation of comparable scope and complexity pursuing a transformational agenda.
- Significant relevant experience in leading and transforming the majority of services covered by this Director of Planning and Environment Services department.
- A proven track record of managing budgets to high standards of probity.
- Experience of leading, motivating and managing services with multi disciplinary teams to achieve significant, sustainable improvements and positive outcomes through internal and external partnerships.
- Significant experience and demonstrable success in leading major organisational and cultural change, with evidence of innovative and transformational thinking.

### Skills & Abilities:

- Planning, prioritising, persevering and delivering improvements to achieve objectives within timescales.
- Proven ability to lead teams, focused on delivering change and improvement across partnerships and organisational boundaries.
- Financial and commercial awareness, with strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems.
- Ability to explore innovative and creative means of delivering improved service outcomes through effective resource utilisation, whilst minimising risk and maintaining a focus on delivering business as usual.
- Ability to operate effectively within the democratic processes, with the political acumen and skills to develop productive working relationships with council members that command respect, trust and confidence. An excellent understanding of local democracy and the processes, practices and culture required delivering strong, healthy local governance.
- Ability to provide visible and supportive leadership, empowering, motivating and developing staff and fostering a positive organisational culture focusing on delivering improved outcomes for service users.
- Ability to initiate, develop and implement effective strategies with clear goals and to make clear, informed, appropriate and timely decisions together with an ability to challenge poor service delivery.
- Effective negotiating and presentational skills.
- Excellent communication skills to relate effectively to employees, council members, the general public and other stakeholders and command their respect, trust and confidence.
- Experience and consistent achievement at a senior management level in an organisation of comparable scope and complexity pursuing a transformational agenda involving cultural technological and service design transformation

## Our culture

For us, it is not just about our achievements as an organisation, but about how we do it. At Cheshire East Council we are working for a brighter future together –

- **We have a shared purpose**
- **We are supported and well led**
- **We are treated fairly and highly valued**
- **We succeed together**

This is all underpinned in our employee deal and everyone is expected to uphold their commitments by living by our values and demonstrating our behaviours.

## Our values

**Flexibility:** adaptable, open to learning and resilient

**Innovation:** creative, challenges convention and always looks to improve

**Responsibility:** delivers on promises, efficient and has integrity

**Service:** listens, delivers quality, is reliable and enables others

**Teamwork:** respectful, inclusive and contributes at all levels

## Employee deal

### Our COMMITMENT

#### Shared purpose

- Provide a safe and positive working environment
- Setting clear performance objectives with realistic timescales for delivery
- Having fair and efficient policies and procedures in place and applying them consistently
- Listen, respond and act appropriately when you tell us about something that is inappropriate or wrong

#### Well led

- Provide honest, respectful and responsible leadership
- Be fair, consistent and timely in our decision making
- Work with you, enabling you to do your best work every day with the right resources, tools and technology

#### Valued people

- Have regular, useful team meetings, keep you informed and provide an opportunity for everyone to share their views
- Treat you as individuals, be respectful, flexible and supportive
- Care for your health and well-being
- Provide you with regular, meaningful and constructive feedback on your performance through one-to-ones and performance review meetings

#### Succeeding together

- Offer you opportunities for learning and developing
- Recognise and value your hard work and contribution
- Work together as one team and one council to deliver the best service for our customers and communities

### Your COMMITMENT

#### Shared purpose

- Bring a positive and can-do attitude into work
- Be proactive and always responsive to our customers and communities
- Work responsibly and ask for help if you need it
- Tell us if you see or experience anything that is inappropriate or wrong

#### Well led

- Be honest and reliable
- Get involved, keep informed, make suggestions and share your ideas
- Embrace technology and new ways of working

#### Valued people

- Participate fully and make helpful contributions to team meetings
- Be respectful of others and work flexibly and collaboratively with colleagues and partners
- Care for your health and well-being enabling you to maximise your attendance at work
- Value helpful constructive feedback and act upon it

#### Succeeding together

- Take the opportunity to learn and develop
- Be supportive and appreciate others
- Work together as one team and one council to deliver the best service for our customers and communities

# Working for a brighter future together

