

# Job description

Post title: Director of Planning and Development

Service area: Community Wealth Building

Grade: CO2

Reports to: Corporate Director of Community Wealth Building

Your team: Building Control, Development Management, and Planning Policy and Viability

Number of supervisees: 3

## Our ambition

We're determined to make Islington more equal. To create a place where everyone, whatever their background, has the opportunity to reach their potential and enjoy a good quality of life.

We also have an ambitious goal – to be the best council in the country – with every employee clear about the part they play and inspired, focused and supported to give their very best.

We want to build an organisation where employees feel valued, inspired and empowered to help us achieve our goals and provide the best services possible to our residents.

## Our values and behaviours

'Be Islington' is about setting a clear challenge about what it means to be an Islington employee and sets the standard for every new recruit.

We ask our employees to 'Be Islington' – playing their part in working together for a more equal borough and to always be collaborative, be ambitious, be resourceful, and be empowering ('CARE').

## Our commitment to challenging inequality

We are committed to tackling inequality, racism and injustice and creating a more equal borough for all. In order to do this, we need to set the example by being a fair employer and creating a workplace environment which is free from discrimination, racism and inequality. Our approach needs to be proactive, consistently learning to create a more equal workplace and foster a culture which empowers all staff to challenge inequality.

Equality is at the heart of what we do. We want to celebrate and embrace our differences by:

- Ensuring our workforce is representative of the people we work on behalf of, our residents
- Creating equitable working environments and diverse teams
- Understanding our residents in order to design and deliver services that help tackle inequality and improve life chances for our residents
- Getting to know people and their differences
- Interpreting issues and concerns from a cultural perspective and address situations or problems from the points-of-view of multiple cultures

## Key responsibilities

- To act as the council's Chief Planning Officer taking lead responsibility for all land use planning matters including Development Management, Planning Enforcement, Design and Conservation, Planning Policy and Developer Contributions.
- To lead the Council's Building Control Service ensuring that all the relevant statutory requirements and obligations are met.
- To ensure that all planning applications submitted to the Council are determined in accordance with the Development Plan, national planning policy, legislation and other material planning considerations.
- To lead the development of the Local Plan and to ensure that the Council's planning policies enable the delivery of the Council's core missions.
- To work to influence both London wide and national planning policies and legislation and ensure that as far as possible legislation and national and London policies are supportive of the Council's planning policies.
- To act as the lead officer for the Council's Planning Committee and represent Planning and Development at other Council Committees including Scrutiny as required.
- To provide high quality strategic and policy advice to the Corporate Director of Community Wealth Building and the Lead Executive Member (s) for Planning and Development.
- To maintain and promote exemplary professional working relationships with elected members, MPs and GLA members.
- To lead the development and delivery of the Planning and Development Business Plan and ensure that the Plan supports the effective achievement of the Council's missions, objectives, performance targets and indicators.
- To deliver excellent Development Management and Building Control Services to all service users and to continuously improve service delivery and efficiency through: innovation; better

use of digital tools; promoting best practice; and participating in external quality management systems and accreditation schemes.

- To develop and deliver the Planning and Development People Plan and lead a culture that epitomises the council's vision, CARE values and behaviours and that secures high levels of employee engagement and satisfaction.
- To promote diversity, inclusion and equality through all the activities that are carried out by Planning and Development.
- To lead complex, high level and robust negotiations with developers.
- To deliver the effective management of revenue budgets ensuring that all Planning and Development Services operate robust financial monitoring and forecasting procedures and corrective action is taken when needed to ensure that expenditure remains within approved budgets.
- To operate to the highest standards of financial probity in accordance with: the council's budgets; financial regulations and Standing Orders; and procurement rules.
- To seek to continuously improve the efficiency and value for money of the Planning and Development Service and ensure that income and other financial targets are achieved whilst continuing to deliver excellent services.
- To ensure that planning obligations and developer contributions are secured and paid in accordance with the Council's planning policies and that developer contributions are allocated and spent in accordance with the relevant obligations, statutory requirements and the Council's financial regulations and standing orders.
- To collaborate with the Corporate Management Team, Community Wealth Building Management Team and senior colleagues from across the Council to ensure that the Planning and Development Services support and enable the timely and effective delivery of the Council's corporate priorities including its Community Wealth Building and house building priorities.
- Develop, nurture and maintain effective external, sub-regional, regional, national and professional partnerships ensuring that the Council's best interests are represented at all times.
- Represent the council at inquiries, and hearings with an emphasis on clearly articulating, protecting and promoting the Council's position on planning and building control matters.
- Represent the Council at a local and national level, acting as ambassador for Islington to enhance the Council's performance, reputation and image.

- Actively leading the strategic oversight of health, safety and welfare across Planning and Development including oversight of statutory requirements e.g. risk assessments, health and safety practices of third parties and including employee and Trade Union engagement.
- To take a lead and strategic role in the council's emergency response and business continuity planning by ensuring the effective response and contribution of services to meet the council's, boroughs and resident's needs; ensuring business continuity arrangements are robust and tested and actively contributing to the council's 'gold' response arrangements.
- Perform any other duties determined by the Chief Executive or Corporate Director for Community Wealth Building including taking on other service areas as agreed enabling the Directorate and Council to respond flexibly to changing business demands.

## Leadership

As a member of the council's management team, to contribute proactively to the collective leadership for the council, working collaboratively with Members, services across the council, partners and stakeholders to deliver the council's objectives and priorities.

To drive positive cultural change, embodying and promoting the values and behaviours of the council and empowering staff to reach their full potential. Ensure that the performance and development framework is effective for all staff.

To lead on and ensure the effective implementation of corporate initiatives and transformation programmes that cut across the whole or part of the council's activities.

## Resources and Financial management

Ensure effective Financial Management, cost controls and income maximisation in an ever changing environment, fluctuating demands and priorities. Ensure resources are well managed and effectively deployed to the best possible effects assuring value for money in all activities.

## Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in areas of your specialism identifying opportunities and risks and escalating where appropriate.

## Budget responsibilities

Responsibility for an annual revenue budget of circa £5.5 million and negotiating, securing and allocating developer contributions of circa £X million per year.

## Work style

Must be able to attend meetings outside normal office hours.

# Person specification

You should demonstrate on your application form how you meet the essential criteria. Please ensure that you address each of the criteria as this will be assessed to determine your suitability for the post.

## Essential criteria

### Qualifications

Essential criteria	Criteria description	Assessed by
E1	Educated to postgraduate level in an appropriate professional discipline for example planning or building control or have an equivalent level of professional experience.	Application
E2	Eligible for membership of an appropriate professional body.	Application

### Experience

Essential criteria	Criteria description	Assessed by
E3	Significant experience of leading multiple planning and building control services within a complex urban environment.	Application/Interview
E4	Significant knowledge and experience of the legal and statutory context for the delivery of planning and building control services within a complex urban environment.	Application/Interview
E5	Extensive experience of:  a) developing and delivering ambitious and challenging planning policies and plans within a complex urban environment; and  b) effectively influencing the planning policies and plans of others.	Application/Interview

Essential criteria	Criteria description	Assessed by
E6	<p>Experience of developing and implementing service or business plans to ensure that:</p> <p>a) planning and building control services support the delivery of the Council's objectives; and</p> <p>b) planning and building control services meet all relevant national and Council performance targets and indicators.</p>	
E7	Extensive experience of service transformation and the continuous improvement of planning and building control services.	Application/Interview

## Skills

Essential criteria	Criteria description	Assessed by
E8	The ability to provide robust and visible leadership to motivate and enthuse all officers within Planning and Development whilst creating a culture that reflects the Council's CARE values.	Application/Interview
E9	Ability to function as the Council's lead officer for the Planning Committee and to represent Planning and Development at other Council Committees as required.	Application/Interview
E10	Ability to operate effectively within a political environment and the ability to create constructive relationships with Executive Members, Members of the Planning Committee, Ward Councillors, MPs, and GLA members.	Application/Interview
E11	Ability to lead and influence complex and challenging negotiations with developers to bring forward schemes that deliver the Council's planning policies and priorities.	Application/Interview
E12	Outstanding communication skills both oral	Application/Interview

Essential criteria	Criteria description	Assessed by
	and written with the ability to present complex technical issues in a clear, objective and well argued manner.	
E13	Ability to collaborate positively with senior colleagues across the Council to support the delivery of the Council's priorities and remove unnecessary blockages to the delivery of Council priorities when needed.	Application/Interview
E14	Ability to effectively manage large and complex revenue and capital budgets and to maximise external income to deliver council services.	Application/Interview
E15	Ability to promote equality, diversity and fairness through all aspects of service delivery.	Application/Interview
E16	Experience of working with external partnerships at borough, sub-regional, London wide and national levels including government departments, commercial organisations, the GLA and London Councils and professional bodies to progress the Council's priorities.	Application/Interview
E17	Ability to promote positive relationships with community and voluntary sector organisations across the Borough and ensure that the local community is properly engaged in policy development and planning decisions.	Application/Interview

## Special requirements of the post

Essential criteria	Criteria description
1.	This post is subject to the council's policy on pecuniary and personal interest
2.	This post is designated as politically restricted
3.	Ability to works outside normal working hours.

# Our accreditations

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor's Good Work Standard, Stonewall Diversity Champion, and Time to Change.

