**JOB DESCRIPTION**

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| **JOB DETAILS** | | | | |
| **Post title:** | **Planning Policy Manager** | | | |
| **Post grade:** | **I** | | | |
| **Post number:** | **BDDC02** | | | |
| **Directorate:** | **Place** | | | |
| **Section:** | **Planning Policy** | | | |
| **Responsible to:** | **Associate Director - Planning** | | | |
| **Line manager:** | **Yes** | | | |
| **Date completed:** | **December 2024** | | | |
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| **MAIN PURPOSE OF JOB** | | | | |
| To provide effective operational management to the planning policy team to deliver and continuously improve services and collaborate with colleagues, members and partners to support the implementation of objectives in the Council Plan.  To manage all matters relating to spatial planning and planning policy development. | | | | |
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| **SPECIFIC DUTIES** | | | | |
| 1. **Team Management – Activity, Performance, People and Resources**  To provide leadership to the service area, coordinating and leading people to ensure the effective delivery of service objectives and performance within allocated budget.Provide personal and visible leadership to create a positive environment for people to perform, supporting and encouraging their personal and professional development for current, and where applicable, future roles. To set high, but realistic, professional standards ensuring they are met and improving individual performance, challenging unacceptable performance and behaviour on a consistent basis when necessary.  Ensure all HR policies are applied fairly and consistently within the service.  Responsible for monitoring and controlling budget and service performance on a regular basis to ensure both are in line with target/projections raising any variance and proposed corrective action with the group manager – development services  To explore, recommend and implement innovative systems and processes that will continually improve performance.  To engage effectively with customers (internal and external), in order to understand their requirements from the service and meet their needs wherever possible.  **B. Specific Tasks**  To support the Associate Director - Planning in the delivery of the Council’s planning functions and act as senior specialist in respect of strategic planning and planning policy matters.  To manage and lead on the production of the local development plan for Tewkesbury Borough, including the production of key pieces of evidence base to underpin the plan, undertaking public consultation, taking plans through Council committees and leading on the examination in public process.  This includes taking a lead role in joint working with Cheltenham Borough and Gloucester City councils on the production of the Strategic and Local Plan (the strategic development plan for the Borough) and other development plan documents; and supporting local communities in the development of any Neighbourhood Development Plans.  To provide planning policy advice and input to support the delivery of the Tewkesbury Garden Town.  To ensure the development plan is integrated with, and supports, other key strategies and programmes of the Council (e.g. Council Plan, Economic Development and Tourism Strategy, Housing Strategy, Climate Emergency Declaration), as well as key strategies of external partnership organisations (e.g. Local Transport Plan, Strategic Economic Plan, Local Industrial Strategy).  To manage the monitoring, information and research requirements of the planning policy team, including coordinating the preparation of the Authorities Monitoring Report, specifically the Borough’s housing trajectory and housing land supply calculations, the Self and Custom Build Register, the Brownfield Register, and the Strategic Assessment of Land Availability. Oversee the management and monitoring of the Council’s S106 agreements.  To work with key external stakeholders on strategic planning and cross-boundary matters. Critically this will include neighbouring local authorities and Gloucestershire County Council, the GFirst Local Enterprise Partnership, statutory stakeholders (Highways England, Environment Agency, Historic England etc) and infrastructure providers.  To lead on the identification and interpretation of relevant changes in planning legislation and national planning policy and guidance relating to plan making functions; advising on how any changes will impact on Council services. This will include preparing consultation responses to proposed changes as appropriate.  To work closely with Borough Councillors, including through specific working groups, to ensure effectively political engagement in the plan making process.  To support Development Management team, where necessary, in the decision-making process on planning applications through the provision of strategic planning policy advice. This will include providing evidence through the appeal process where appropriate.  **C. General**  To adopt sustainable working practices in terms of the way services are delivered and in respect of the way the council consumes materials and energy.  To manage business risk and to help formulate and comply with the council’s Corporate Health, Safety and Welfare Plan; and to ensure that both systems and premises under control are maintained in an acceptable standard to ensure the risk management and health and safety of staff and visitors.  Ensure that services are delivered in compliance with existing and new health and safety legislation and the council’s health and safety policy, and ensuring that duties are pursued in a safe manner with due regard to the health and safety of self and others.  To adhere to all council policies and ensure all council policies are properly complied with throughout the service team; and ensure the council’s responsibilities in relation to safeguarding children/adults are discharged in relation to services managed by the post holder.  To carry out any other duties which fall within the broad spirit, scope, levels and purpose of this job description.  Job descriptions will be subject to review and possible change on an annual basis subject to corporate priorities. | | | | |
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| **ORGANISATIONAL CHART** | | | | |
| Associate Director - Planning  **Planning Policy Manager** (Politically Restricted Post)  *C-G-T SLP Manager*  Conservation Specialist  Senior Planning Policy Officer  Assistant Policy Planner  S106 Monitoring Officer  Assistant Policy Planner | | | | |
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| **KEY WORKING RELATIONSHIPS** | | | | |
| Associate Director – Planning  Leadership Team  Other Heads of Service  Elected Members  Strategic and Local Plan Manager  Line managing Senior Planning Policy Officer, 2 x Assistant Policy Planners, s106 Monitoring Officer, Conservation Specialist  Matrix managing principal and senior policy officers across the SLP authorities | | | | |
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| **RESOURCES** | | | | |
| Planning Policy Budget. | | | | |
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| **PHYSICAL DEMANDS** | | | | |
| This role will primarily be carried out in an office environment, with the requirement to be able to spend extended periods of time working on a computer at a desk, or attending meetings. There will be an occasional demand for travel to meetings and site visits. | | | | |
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| **MENTAL DEMANDS** | | | | |
| The postholder will need to be able to manage a complex workload, balancing the demands to ensure council and legislative requirements are met whilst also responding to changing priorities as necessary.  The work involves project managing the local plan programme, making recommendations on preferred site allocations and advising on the content of Neighbourhood Plans. This is often controversial and will frequently require negotiation and handling hostile environments in meetings and at public events with parish councils, site owners, developers, members of the public and elected members.  The postholder will also be responsible for staff performance and this may require difficult conversations and formal disciplinary procedures etc. | | | | |
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| **WORKING ENVIRONMENT** | | | | |
| The role is suitable for a hybrid of office and remote working. | | | | |
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| **ALL STAFF RESPONSIBILITIES** | | | | |
| To adhere to all Council Policies, in particular Equal Opportunities.  To undertake any other duties properly assigned from time to time by your line manager which are appropriate to the grade and character of the post.  To be committed to the principles of equality, diversity and the ability to treat everyone who you come in contact with dignity and respect.  Tewkesbury Borough Council is committed to the principles of safeguarding and promoting the welfare of all children, young people and vulnerable adults; therefore, all employees have a responsibility and duty of care to report safeguarding issues they become aware of or witness. | | | | |
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| **HEALTH AND SAFETY** | | | | |
| Ensuring that services are delivered in compliance with existing and new Health and Safety legislation and the Council’s Health and Safety Policy and ensuring that duties are pursued in a safe manner with due regard to the Health and Safety of yourself and others.  To manage risk and to help formulate and comply with the Council’s Corporate Health, Safety and Welfare Plan, and to ensure that both systems and premises under your control are maintained in an acceptable standard to ensure the risk management and health and safety of staff and visitors. | | | | |
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| **PERSON SPECIFICATION** | | | | |
| **QUALIFICATIONS** | | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| Degree in planning | |  |  | Application form |
| RTPI membership | |  |  | Application form |
| Management qualification | |  |  | Application form |
| Evidence of Continuous Professional Development | |  |  | Application form and interview |
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| **EXPERIENCE** | | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| Substantial planning experience post election to the RTPI | |  |  | Application Form and interview |
| Work on development plans | |  |  | Application Form and interview |
| Experience of managing resources including budgets, people and performance | |  |  | Application Form and interview |
| Housing enabling | |  |  | Application Form and interview |
| Project co-ordination | |  |  | Application Form and interview |
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| **SKILLS** | | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| Ability to understand, lead and represent the service on key technical issues | |  |  | Application form and interview |
| Ability to lead, motivate and develop staff | |  |  | Application form and interview |
| Performance management | |  |  | Application form and interview |
| Place planning vision and design appreciation | |  |  | Application form and interview |
| Effective writing and public speaking | |  |  | Application form and interview |
| IT skills | |  |  | Application form and interview |
| Project management | |  |  | Application form and interview |
| Capable of implementing changes, maintaining and improving services | |  |  | Application form and interview |
| Capable of planning, allocating, monitoring and evaluating work carried out by staff and self against service specification | |  |  | Application form and interview |
| Ability to contribute to the development of staff and self to enhance performance | |  |  | Application form and interview |
| Selection and recruitment of staff | |  |  | Application form and interview |
| Flexible and methodical approach to work | |  |  | Application form and interview |
| Communication skills | |  |  | Application form and interview |
| Meet management competency framework or demonstrate ability to develop an acceptable time frame | |  |  | Application form and interview |
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| **BEHAVIOURS / ATTRIBUTES** | | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| Enthusiastic and highly motivated | |  |  | Application form and interview |
| Customer focus | |  |  | Application form and interview |
| Good interpersonal skills | |  |  | Application form and interview |
| Accuracy and attention to detail | |  |  | Application form and interview |
| Politically sensitive, tactful and diplomatic | |  |  | Application form and interview |
| Demonstrate behaviours consistent with the council’s values | |  |  | Application form and interview |
| Commitment to equality and diversity in the workplace, in the delivery of services to customers and the community | |  |  | Application form and interview |
| Ability to attend weekend and evening meetings | |  |  | Application form and interview |
| Commitment to health and safety | |  |  | Application form and interview |
| Full driving licence with use of motor vehicle | |  |  | Application form and interview |