

Role Description and Employee Specification

Assistant Director – Planning services

Job title:	Assistant Director Planning Services	Location:	Cirencester
Department:	Communities and Place	Service:	Planning Services
Reports to:	Director of Communities and Place	Working Hours:	37 hours per week
Salary	Up to £75,000	Grade	Assistant Director
Business World Post number:		Direct Reports (if applicable):	Head of Planning Services (Development Management) Head of Planning Policy and Infrastructure Ecology, Heritage & Design Manager
FTE Salary pro rata:		Contract type:	Permanent

<p>Overall purpose of the Post:</p>	<ul style="list-style-type: none"> • The Assistant Director - Planning Services is a key leadership position responsible for leading and managing the 'place-shaping' services, (Development Management, Planning Policy and Infrastructure , Strategic Housing and specialist services teams of Ecology, Conservation, Heritage and Design.) • The role requires strategic vision and strong leadership to ensure effective planning and execution of services according to the Local Plan and Council priorities. • The role is required to oversee the core functions and performance of these teams against internal and external KPIs and objectives. Identifying and implementing continuous improvement will be a key part of the role, together with enhanced collaboration with developers, agents, key stakeholders and other council teams.
<p>Key Tasks and Responsibilities:</p>	<ul style="list-style-type: none"> • Inspire team members to foster a culture of continuous improvement, collaboration and innovation and to provide excellent colleague and customer experience. Seek out ways to streamline processes, enhance efficiency and optimise resource and budget allocation. • To be politically astute and engage effectively with elected members, the wider local community and in representing the Council's interests in place-shaping related matters, including providing interpretation and guidance of impact and implications of new legislation and guidance. • Provide guidance and leadership to the place-shaping teams to ensure proactive and timely processing of planning applications and consultation responses in accordance with local and national service level indicators. • Ensure that service delivery is aligned with the Council's Corporate Plan priorities. • Set objectives, manage performance and establish measures of success. • Work with the Chief Executive, Director of Communities & Place and others to proactively shape the strategic development of the district, driving forward the environmental and sustainability agenda as it relates to the above service areas. • Input proactively to the Council's master plan, strategic planning and place shaping programmes, to ensure the place shaping teams are well placed to support strategic development. • Design, implement and deliver a comprehensive planning services review, detailing areas for development, automation and responsiveness, embedded in a 'can do culture' • Oversee, manage the service area budgets and seek opportunities to reduce spend and increase income. • Monitor and evaluate team performance against agreed standards, identifying areas for improvement, taking appropriate action if necessary to address poor performance, and celebrating success wherever appropriate to do so. • Find creative solutions and innovations to drive and embed the culture of a forward thinking planning service to reflect an increasingly commercial environment. • Collaborate with internal and external stakeholders, including planning agents and architects, town and parish councils and elected members to understand their needs, priorities and challenges to build strong relationships, effective communication and collaboration on place-shaping related initiatives. • Identify and manage risks and opportunities related to team activities and council priorities and develop strategies to mitigate risks and capitalise on opportunities presented. • Stay abreast of industry trends, regulations, and best practices to ensure the Council remains at the forefront of excellence. • Prepare and present reports and recommendations to Council, Cabinet, the Planning Portfolio Holder, and other committees in a way that is concise and understandable.

Essential requirements - knowledge & qualifications, skills, abilities and experience	<p>Knowledge & qualifications</p> <ul style="list-style-type: none"> • Educated to degree level or equivalent in a relevant profession., • Five years' experience in a relevant field <p>Experience</p> <ul style="list-style-type: none"> • Excellent working knowledge and understanding of current planning issues related to Development Management, planning policy or master planning • Proven track record of working at a senior level in the public, private or similar sector and of successful stakeholder management and engagement • Track record of leading, supervising and developing high performing teams • Experience of effective budget management and delivering cost reductions whilst improving services <p>Skills & abilities</p> <ul style="list-style-type: none"> • Passionate about delivering excellent local government services and high-quality place-shaping which proactively addresses climate change • Experience of business turn-around and a systems approach to transformation • Excellent performance management skills and ability to improve performance significantly and quickly • Robust financial and risk management • Commercial approach to funding and delivering planning services • Positive and proactive approach to the job and development as a whole • Delivery focussed • Able to build strong working relationships with developers • Able to pull together and coordinate the work of the department across different teams in particular S106 and CIL monitoring and infrastructure delivery • Ability to interpret and act on complex or changing legislation • embed a culture of continuous improvement • Proven track record to facilitate and manage change • Proven track record of leading, inspiring and successfully motivating others to operate as a highly performing team • Effective in negotiation and mediation • Excellent written and verbal communication skills, including the ability to speak in an open or public setting • Self motivated and able to see tasks through to a successful conclusion, including meeting challenging deadlines • Competent in using a range of technology and software packages, including Microsoft and Google products
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Desirable Requirements Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • Degree or equivalent in Town and Country Planning • Relevant professional membership of The Royal Town Planning Institute • Experience working in a political environment • Delivering change management or service review programmes • Extensive experience formulating strategies and policy documents • Experience managing and responding to customer or resident complaints • Proven track record in leading projects
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General Accountabilities:	<ul style="list-style-type: none"> • The post holder is responsible for maintaining a safe working environment and ensure as reasonably practicable that safe working practices are adopted by employees within the work environment • Work in compliance with the Codes of Conduct, Regulations and policies of the Council • To have effective business continuity arrangements in place for your services and ensure an appropriate response to a major incident can be made, including taking up a designated role within the emergency management framework
Special Conditions:	<ul style="list-style-type: none"> • You will be expected to work reasonable additional hours in line with service needs • You will need the use of a car for work purposes <ul style="list-style-type: none"> • Politically restricted postholders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority, the House of Commons, or the European Parliament.

Date reviewed:	03.09.2024	
Reviewed by:	Rob Weaver	
Manager job title:	CEO	
Date of issue:		
Checked HRBP:	Carmel Togher	30.08.2024

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