

## Role Description and Employee Specification

<b>Job Title:</b>	Head of Planning Policy and Infrastructure	<b>Location:</b>	Cirencester
<b>Department:</b>	Communities and Place	<b>Service:</b>	Planning Policy and Infrastructure
<b>Reports to:</b>	Assistant Director -- Planning Services	<b>Working Hours:</b>	37 hours per week
<b>Salary:</b>	£61,744- £67,640 per annum	<b>Peer Group:</b>	n/a
<b>Business World Post Number:</b>	New post	<b>Job Group:</b>	Head of Service
<b>Contract Type:</b>	Permanent	<b>Direct Reports:</b>	<ul style="list-style-type: none"> <li>• Principal Planning Policy Officer x 2</li> <li>• Senior Planning Policy Officer</li> <li>• Planning Policy Officer</li> <li>• Infrastructure Lead</li> <li>• Strategic Planning Project Manager</li> </ul>

<b>Overall purpose of the Post:</b>	<p>To lead the Planning Policy and Infrastructure team, to think and act strategically and innovatively in the delivery of all aspects of the Council's Planning Policy and Infrastructure function and to manage the team's resources to deliver identified workstreams. This includes leading on and project managing the preparation, delivery, monitoring and review of the Local Plan, other Development Plan and Supplementary Planning Documents and associated supporting material, research and evidence in addition to overseeing the monitoring and delivery of infrastructure through the Community Infrastructure Levy and Section 106 agreements.</p>
<b>Key Tasks and Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To provide clear leadership and direction in managing workloads of the Planning Policy and Infrastructure Team to review the allocation and prioritisation of tasks and resources to deliver agreed goals, objectives and statutory requirements.</li> <li>• To create and promote a collaborative working environment and culture across all teams within the Council, Publica Group and Countywide, with a clear focus on cooperation across Planning</li> </ul>

	<p>Policy, Climate Change Infrastructure, Development Management, Heritage &amp; Design and associated teams.</p> <ul style="list-style-type: none"> <li>• To apply project management methodologies and performance management to ensure targets and performance objectives are met, risks are managed and quality is effectively controlled across the Planning Policy and Infrastructure team.</li> <li>• To ensure people and resources are appropriately managed including team budgets, staff recruitment and development including undertaking effective mentoring and providing support to develop competent and confident staff who are resourceful and resilient.</li> <li>• To manage and lead change in response to changing legislation, budgetary considerations and other external factors using creative and innovative approaches which maintain and improve service delivery.</li> <li>• To provide guidance, support and maintain responsibility for the Council's compliance relating to planning policy and infrastructure associated regulations and requirements.</li> <li>• To prepare and present reports and recommendations to Council, Cabinet, the Portfolio Holders and other committees.</li> <li>• To have overall responsibility for the Local Plan process, including lead role as expert witness at Local Plan examination, planning appeals, independent examinations or formal hearings as required.</li> <li>• To maintain strict control of the Local Plan budget and report updates, variances and control measures to Local Plan governance.</li> <li>• To be politically astute and engage effectively with elected members, the wider local community and in representing the Council's interests in strategic planning related matters, including providing interpretation and guidance of impact and implications of new legislation and guidance.</li> <li>• To take the lead on being up to date and providing an appropriate response to new legislation, Inspector's decisions, legal challenges and/or any issue with likely impact or implications for the Planning Policy and Infrastructure services.</li> <li>• To apply innovative and pragmatic thinking, in the absence of clearly defined guidance and procedures, to ensure sound and proportionate solutions to changes in government policy, case law or legal challenges to ensure an appropriate local response.</li> <li>• To ensure all documents and evidence produced internally or by commissioned consultants, meet legal and soundness tests.</li> <li>• To use initiative and judgement regarding compliance with the Duty to Cooperate.</li> <li>• To carry out other appropriate duties which may be allocated when required, including deputising for the Assistant Director – Planning Services where appropriate.</li> </ul>
<b>Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent in a relevant profession.</li> <li>• Five years' experience in the relevant field.</li> <li>• Eligibility for membership of the RTPI and a Town Planning qualification or equivalent.</li> <li>• Proven track record at working at a managerial level in the public sector or similar organisation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent working knowledge and understanding of current planning and development management issues and the Local Plan process</li> <li>• Ability to analyse a range of complex planning issues and technical details including housing, employment, environmental and infrastructure issues to produce reasoned recommendations and policy responses, supported by available evidence.</li> <li>• Proven track record to facilitate and manage ongoing change.</li> <li>• Proven track record to lead, inspire and successfully motivate others towards shared objectives.</li> <li>• Experience formulating strategies and policy documents.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Self-motivation and ability to manage workload with minimal supervision.</li> <li>• Competent in using a range of technology and software packages, including Microsoft, Uniform (or equivalent), digital engagement software and GIS.</li> </ul>		
<b>Desirable Requirements Qualifications, Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Proven track record of managing budgets</li> <li>• Proven track record of working with internal/external customers, partners/clients and elected members.</li> <li>• Proven track record in leading projects.</li> </ul>		
<b>General Accountabilities:</b>	<p>The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment.</p> <p>Work in compliance with the Codes of Conduct, Regulations and policies of the council.</p> <p>Ensure compliance with Data Protection and Freedom of Information/ Environmental Information Regulations.</p> <p>Ensure the Council's compliance with other relevant legislation which impacts on the work of the local planning authority including but not limited to the Habitats Regulations and the Environment Act 2021.</p>		
<b>Special Conditions:</b>	<p>You will be expected to work reasonable additional hours in line with the needs of the service.</p> <p>There may be a requirement to work at other locations to meet the needs of the business.</p> <p>Full UK Driving Licence.</p> <p>Ability to travel / access to a vehicle for work purposes.</p>		
<b>Date Reviewed:</b>	20/09/2024	<b>Reviewed By:</b>	Adrian Harding
<b>Checked by HRBP</b>		<b>Date of Issue:</b>	

