



South Kesteven Job Description

Job title:	Assistant Director of Planning		
Salary:	SK24-SK25 (currently £72,462 to £75,624)	Contract:	Permanent
Hours:	Your working hours are those deemed necessary to cover the needs and requirements of the service. This means that you will be required to work evenings and weekends in addition to normal office hours. Under the provisions of the Working Time Regulations this post is deemed a derogated position.		
Location:	Council Offices, St Peters Hill, Grantham	Political restriction:	This job is politically restricted

1 Overall purpose

The purpose of this role is to positively provide strategic and operational leadership and management of the Planning service, including Development Management, Planning Policy, Special Projects, Conservation and Planning Enforcement.

To Develop innovative local planning, economic and cultural development policies that are appropriately responsive to the local context, the wider national perspective and the defined needs of the area.

To represent the Growth and Culture Directorate to external organisations and specifically to be the lead planning officer at the Council's Planning Committee.

To provide professional leadership ensuring the delivery of a high quality, efficient and customer focused Planning service and to deliver sustainable development plans and strategies.

To support the implementation of the recommendations of an external Planning review undertaken by Steve Quartermain (former Chief Planner at MHCLG) as part of the Cratus team.

The post holder must ensure strong links with all stakeholders in order to ensure growth aspirations and service delivery are aligned and provide certainty and confidence for investment and development in the district.

2 Responsibilities and outcomes

- To develop and implement a continuous service wide improvement protocol across all planning functions, seeking to maximise satisfaction from all stakeholders. In particular, working with Officers and Members to embed the actions from a recent external review of the service.
- Ensure efficient delivery of the Council's Planning services through fit-for-purpose and innovate processes and procedures.

- Ensure the effective formulation and delivery of the Council’s planning policy framework.
- Ensure all awarded contracts are well defined, correctly procured and managed effectively.
- To co-ordinate and lead teams providing expert professional planning advice to the Council, its Members, Town and Parish Councils and other external organisations.
- Provide advice and guidance to enable the planning specialists to deliver results which are in line with the Council’s strategies.
- Lead, inspire, mentor, and manage professional and administrative staff in order to process and formulate recommendations and to otherwise make decisions (in accordance with the agreed scheme of delegation) in respect of all types of applications submitted to the Planning Authority.
- Lead in the shaping and structure of a business-minded Planning service including idea generation, benchmarking, and gathering of learning from elsewhere and introduction of innovative practice.
- Review the current use of and lead on increasing the effective use of planning software solutions, identifying opportunities for efficiencies in current processes.
- Work closely and collaboratively with other areas, ensuring the timely delivery of major and strategic development proposals and schemes and supporting delivery of the Corporate Plan.
- Ensure that best practice project and programme management principles are applied to all activities, including the development and implementation of robust delivery plans.
- Lead on the provision of support, advice and guidance to ensure the delivery of high-quality urban design and heritage solutions.
- Ensure effective policies and procedures are in place to capture development-related funding opportunities including Section 106 agreements and other obligations.
- Supporting the delivery of affordable housing through working with developers and providers related to planning agreements and proposals.
- Ensuring the service provides effective advice and guidance in the support of statutory neighbourhood plans.
- Actively develop a performance culture to improve service delivery and achieve the agreed standards and targets set by the Council.
- Ensure teams focus on positive outcomes to all interventions and deliver an excellent customer service.
- Lead in the development of bids to access applicable growth and development related funding streams.
- To support the Council in becoming more commercial.
- To deputise for the Director of Culture and Growth as appropriate.

Areas of Responsibility

Development Management

Planning Policy

Urban Design

Conservation

Enforcement

Street Naming and Numbering

3 Values and Behaviours

To be successful in the role the post holder must demonstrate the values and behaviours adopted by the organisation to help us achieve our goals set out in the Corporate Strategy. All SKDC employees will be regularly appraised and held accountable to displaying and demonstrating the council's values and behaviours.

Accountability – In order to succeed we will need a culture of accountability throughout SKDC. Everyone at every level will need to be responsible for what they do; willingly taking ownership for their actions and decisions and being a reliable, dependable member of the team, often going beyond the normal terms of employment. We cannot work flexibly without accountability.

Flexibility – We can't be set in our ways if we are going to succeed, so flexibility matters. It might be flexibility in terms of the hours you do, the way you work or where you work. We can't afford to do things the same way just because "that's the way it's always been done". Our performance will be measured in outcomes and those outcomes will contribute to achieving our strategy.

Agility – Related to flexibility is agility. SKDC's needs are going to change over time, and we need people who can respond to those changes, who can move freely between teams and who want to stretch themselves by being trained to be better at more things.

Equity – Every member of the SKDC team matters, irrespective of their rank or position. This hasn't always been the case in the past, but it will be in the future. All of us should expect to be treated with respect and dignity and doors should be open. We will all be held to account for this.

Networking – We learn from each other and from external partners, so we need to be better at networking. Our networks hold the key to raising our profile, improving our performance, discovering better ideas and developing ourselves.

Learning – We are constantly learning from everything we do, regardless of success or failure. When we do something well, that knowledge can help us repeat and refine what we do in the future. We clearly won't seek failure, but neither will we be frightened of it. And if we fail, we will learn from it and not seek to just apportion blame (see 'accountability' above).

Talent – Having a diverse and talented team is fundamental to our success. However, a person's real talent isn't always obvious; sometimes it's overlooked, other times it may be hidden or ignored. Sometimes it's a talent the person didn't realise they had. Harnessing talent will be everyone's job, not just HR or senior managers.

4 Corporate Responsibilities

As Assistant Director of Planning and Planning Policy at South Kesteven District Council the post holder will be expected to be a positive member of the management team, to lead by example and to behave in accordance with the SKDC's Values and Behaviours. You will be expected to conduct your duties within the professional and legal standards and more specifically will be expected to:

- Implement the Corporate Plan in to an effective and deliverable service plan.
- To performance manage and develop direct reports and ensure workforce planning is conducted throughout the area of responsibility.
- Work collaboratively across all service clusters with other managers and senior managers in order to deliver business objectives.
- Develop and maintain effective working relationships with all areas of the Council and where required, external organisations.

- To ensure direct reports understand their accountability, responsibility and need for cross-functional working across the Council.
- Effectively lead and manage staff.
- Be accountable for all allocated budget.
- Ensure that Health & Safety legislation and the Council's Health & Safety requirements are complied with and monitored within the postholder's area of responsibility.
- Be aware of and comply with the Council's Equal Opportunities Policy, safeguarding arrangements and other corporate strategies and policies.
- Realise that assigned resources may be released to contribute to corporate projects to deliver priority outcomes.
- As and when required manage a corporate project to deliver defined operational or priority outcomes
- Ensure commercially advantageous business plan in place for all business areas.
- Understand commercial priorities of Council in order to optimise use of resources.
- Manage business with set of outcomes to ensure resources are aligned to organisational outcomes and key business objectives.
- Identify and introduce best practice ways of working to drive performance up to agreed standards in a cost-effective way.
- Provide or make available professional/technical support to the team and stakeholders.
- Ensure effective management of performance and behaviours in the team.

5 Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

6 Authority to work in the UK

You must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency.

Key Criteria	Job Requirements	Essential or desirable
Knowledge/ Skills	Thorough knowledge of all relevant Planning legislation, best practice, guidance and regulations.	E
	Demonstrate clear ability to manage, motivate and lead the planning service and deliver improvements that contribute to Council priority outcomes & that reach required performance levels.	E
	Ability to manage change, including supporting teams in a positive, influential and resilient way whilst taking customer impact into account.	E
	Effective personal communication and presentational skills both verbal and written.	E
	Ability to work to deadlines, exercising judgement over priorities and reconciling conflicting demands and pressures.	E
	The ability to deal with complex negotiations and conflict situations and to apply political sensitivity in its widest sense.	E
	The ability to successfully manage high profile projects on time and within budget.	D

Qualifications	Educated to degree level or equivalent work experience.	E
	Relevant Management qualification.	D
	Chartered Town Planner.	E
	Current driving licence or ability to make suitable alternative arrangements.	E
Experience	Experience of leading a professional department or business unit in a local government environment or multifunctional commercial organisation.	E
	Experience of advising and supporting Director level officers and members on planning issues.	E
	Experience in delivering major planning projects.	E
	Experience in a Head of department role in a development management service.	E
	Experience in planning policy.	E
	Experience in managing and monitoring budgets.	E
	Procuring and managing contracts or service level agreements to ensure objectives are met.	E
Aptitudes	Customer focussed approach with a drive for continuous improvement.	E
	A leader who can inspire by being energetic, determined, positive, decisive and resilient and will challenge the status quo.	E
	Able to build positive relationships at all levels.	E
	Achieves results through managing performance, rewarding positive behaviours, challenging negative behaviours and resolves problems in a fair and consistent way.	E
	Promotes and supports an agile working environment.	E
	Resilient, tenacious and able to handle pressure positively.	E
	Able to work collaboratively while seeking the highest standards for own area of responsibility.	E
	Able to challenge and receive feedback to improve motivation, delivery and performance.	E
	An excellent role model who will promote the highest standards and live the Council's values and behaviours.	E