

Job Family:	Delivery – Operational management	Grade:	10
Job Title:	Planning Manager – Strategic Development	Directorate:	EHR
Date:	15th March 2016	Version:	1:1

Brief Description of job role and department

The role sits within the Environment, Housing and Regeneration Directorate and is a high profile position within the Planning Service. You will lead the Development Management Team delivering high quality decisions on major/strategic applications and co-ordinating the DM team response to and resourcing of corporate priorities around regeneration, working closely with Strategic partners. You will take a proactive role leading on the timely delivery of high quality schemes within the Borough, providing management support as well as finding good outcomes through innovative thinking. You will report to the Head of Development Management and Strategic Planning, deputising at meetings and Planning Committee as necessary, as well as maintaining an excellent understanding of relevant policy, law and guidance, drawing on best practice to ensure key performance indicators are maintained. You will have direct line management responsibilities for 3 members of staff and a total of 18 staff in the DM team as a whole

Representative accountabilities

- Apply professional judgement to interpret and apply policies and procedures to meet specific local or service needs.
- Provide day to day management and professional supervision to staff to ensure operational plans and activities are delivered effectively.
- Identify opportunities for the continual improvement of operations in service area in order to deliver cost effective services that meet agreed quality standards.
- Lead small projects and implement changes and improvements within agreed cost, time and quality standards.
- Where relevant manage service level budgets and resources in order to support the delivery of intended outcomes and demonstrate value for money.

Budgetary accountabilities

- In liaison with the Business Development Manager and the Head of Development Management and Strategic Planning, ensure that the Service is adequately resourced and that any issues arising from performance, particularly in respect of generating income is addressed appropriately.

Specific accountabilities

- To be lead officer working with investors and developers to facilitate good growth and high quality major/strategic schemes that match the Borough's ambitions for regeneration and growth particularly in relation to Sutton Town Centre and the London Cancer Hub
- To have line management responsibility for two Area Planning Managers and the Principal Enforcement Manager identifying and addressing issues around key performance indicators, particularly the timeliness, quality, consistency and customer facing aspects
- To ensure that resources are appropriately managed and that the DM service has robust contingencies to ensure business continuity

- To bring forward proposals for service improvement and income generation in discussion with the Senior Management Team
- To ensure that for self and team, the impact of new legislation and case law is monitored and interpreted, new procedures are put in place as necessary, in discussion with the Senior Management Team, and the Service responds in a timely manner to consultations from the MHCLG, the GLA and other agencies
- To identify learning and development needs for direct reports and, in discussion with them, for their teams and to lead on ensuring that personal and professional development is embedded in all staff appraisals
- To deputise for the Head of Development Management and Strategic Planning as required and in particular in the role of presiding officer at Planning Committee

Person specification (knowledge, skills, experience and behaviours required in the role)

- Hold a degree in Planning or related qualification accredited by the RTPI and give eligibility to acquire Chartered Membership of the RTPI
- At least 5 years post qualification experience
- Previous experience of managing within a Development Management Service
- Excellent organisational skills particularly in demonstrating evidence of managing team performance in Development Management
- Excellent knowledge of Planning legislation, planning policy and guidance and its practical application
- A proven ability to drive quality outcomes in negotiations on all types of development, but particularly major applications, demonstrating a highly developed understanding of the importance of excellent design and an ability to negotiate on financial viability issues
- Proven experience of decision making under delegated authority and making sound recommendations to and presiding at Planning Committee.
- A commitment to customer care and an understanding of the importance of the relationship between the Service and key stakeholders both within and outside the Council
- A demonstrable ability to influence others, reflecting an appreciation of wider corporate objectives in the context of the Councils PRIDE values.

Mandatory accountabilities/requirements for all LBS staff:

- Ensure all health and safety standards are adhered to for the relevant work area
- Apply diversity and equal opportunities policies in the workplace

Role Profile - Details Specific to Job Family

These roles would be regarded as “front line” service delivery roles. Here, role holders are directly accountable for performance, often through the direct control of significant resources or through managed contracts. These roles may also deliver some of their results through collaborative working with co-producers or other third party agencies.

At the lower levels, operational managers may oversee a department or team and at the lowest levels, direct contact with service users will be a common feature of roles in this job family. At the higher levels, they may be in charge of a department, large operational area or the management of significant contracts and may be ultimately accountable for ensuring compliance with statutory obligations.

Role Profile - Details Specific to Grade

Roles will focus on interpreting and applying policies to support local needs. Thinking is focused on specific parts of the Council rather than the Council as a whole and is usually limited to the

annual business planning cycle. Will operationalise plans and deploy resources to meet these plans and objectives.

Responsible for managing effective day-to-day delivery of a specific service within clear budgets and standards.