



## Job Description

Job title	<b>Planning Policy Manager</b>	Hours	37 hours <i>Flexible working options are available, including job share</i>
Department	<b>Planning Policy</b>	Salary	<b>SK19 to SK20</b> (£48,851 - £50,502 per annum)
Location	Currently homeworking with potential for future mix of home and office-based working	Contract	<b>Permanent</b>

### Main Job Purpose

This is a key role in the delivery of the Council's strategic corporate priorities. Working for us, you will have the opportunity to make a real difference for our residents, securing growth, regenerating town centres and communities, supporting actions to address climate change, reducing inequality and delivering value for money services.

You will have plenty of opportunities to demonstrate your leadership, planning skills and experience to deliver a professional service achieving key outcomes in line with the corporate priorities of the Council.

In this role you will:

- Effectively manage the preparation and delivery of the Council's development plans and supervise a team of planning policy staff on a day to day basis in order to provide a high quality, efficient and customer focused service.
- Take responsibility for advice on planning policy for South Kesteven to elected members, senior officers developers, partners and the general public.
- Lead the preparation, monitoring, review and implementation of the Local Plan and its Review for the district, ensuring good programme management.
- Line manage a Planning Policy team that includes;
  - Principal Conservation Officer
  - Principal Design Officer
  - Planning Policy Officer (Affordable Housing)
  - Planning Policy Officer(s)
- Lead and manage the team and budget to ensure delivery of the Councils planning policies functions, alongside the Assistant Director of Planning.

This role is politically restricted.

### Main Statement of Responsibilities



You will be a key member of the Planning Service, leading by example and implementing a positive culture in accordance with the Council's Values and Behaviours as set out below.

As well as working towards delivering the highest possible standard of work, the main duties and responsibilities of this post are to:

- Ensure the effective delivery of all tasks and work activities (either personally or by the management and supervision of others) necessary to ensure the timely preparation and implementation of the Local Plan and all other development planning and planning policy matters.
- Support, manage, mentor and develop members of the planning policy team to deliver a high quality service and embrace the culture and values of the Council.
- Lead by example and encourage the planning policy team to lead or contribute to corporate projects to delivery priority outcomes.
- Identify and introduce best practice ways of working to drive performance up to agreed standards in a cost effective way.
- Provide professional/technical advice to the Assistant Director of Planning, Development Management Manager, wider Planning Team, Corporate Management Team, Elected Members and the wider Council.
- Work collaboratively across the Council with other managers in order deliver business and corporate objectives.
- Co-ordinate the preparation and implementation of supplementary planning documents in accordance with emerging and identified requirements.
- Monitor all planning strategies and policies impacting on development and growth in the District, such as the plans of neighbouring authorities and the County Council, as well as Government guidance, ensuring that the Council's planning interests are promoted.
- Manage, provide and co-ordinate research and information to support the development of planning policies and to help achieve wider corporate and community objectives.
- Manage, provide and co-ordinate advice to staff and developers regarding planning policy, conservation and design implications for development proposals.
- Lead, collaborate and/or contribute to corporate initiatives and projects, providing a planning policy.
- Manage and encourage effective engagement with the community, partners and stakeholders in all aspects of development planning and planning policy.
- Design and deliver projects using contract management, monitoring and evaluation skills as required. Provide appropriate and timely professional advice to elected members and senior officers of the Council, including attending meetings as required.
- Make representations, present evidence and act as an advocate on behalf of the Council at public meetings, inquiries and examinations.



- Provide Pre application advice to prospective applicants and all development scheme.
- Other duties requested by the Assistant Director of Planning in line with the grading of this post.

This role is politically restricted.

### Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

#### Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

#### Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

#### Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

#### Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

#### Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

#### Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



### 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.

### Person Specification

#### Relevant Experience, Skills and Knowledge

##### Essential

- Manages time effectively and delivers against agreed objectives.
- Confident with analysis of statistics
- Able to work with others to get the job done well, building relationships with Councillors, colleagues and customers
- Seeks feedback and acts upon it
- Challenge the norm and find ways to improve delivery and resolve problems.
- Ability to manage people and resources to ensure priority outcomes are achieved.
- Demonstrates a broad knowledge of the significant challenges, complexities and initiatives facing local government.
- Manages change in a positive and resilient way; constructively challenges and offers solutions.
- Creates a positive impact to influence situations.
- Utilises and promotes continuous learning.
- Takes personal responsibility for own work.
- Able to lead, effectively managing and making best use of all resources & partnerships.
- Able to work with others to get the job done well, building relationships with Councillors, colleagues and customers.
- Respond to customer's needs and learns from feedback to improve the customer experience.
- Excellent negotiation and persuasion skills.
- Significant experience of development planning and planning policy work.

##### Desirable

- Management or supervision of professional and support staff.
- Evidence of working effectively within a political environment.

#### Relevant Qualifications

##### Essential

- Degree or Diploma in Town Planning or a closely related discipline.
- Chartered Member of the RTPI
- Demonstrate evidence of continuous development activity.



- Current driving licence.

Desirable

- Relevant project management qualification.

**Communication and Interpersonal Skills**

Essential

- Communicates clearly and effectively to differing audiences using straightforward language.
- High degree of integrity that inspires trust, confidence and engagement.
- Willing to embrace and tackle difficult issues, including under performance
- Customer focused approach with a drive for continuous improvement
- Inspires staff and colleagues by leading by example.
- Creative, flexible approach to problem solving.
- Willing to work unsocial hours, including evenings and weekends if required.
- Ability to remain calm in pressurised situations.