

LONDON BOROUGH OF HACKNEY

Job Description

POST TITLE:	Deputy Manager – Strategic Planning
DIRECTORATE:	Neighbourhoods and Housing
SERVICE:	Planning
GRADE:	PO8
LOCATION:	Within London Borough of Hackney
RESPONSIBLE TO:	Strategic Planning Manager
RESPONSIBLE FOR:	Management of up to 8 staff and consultants

PURPOSE OF THE JOB:

- To lead and manage a team to deliver all area based strategic planning and delivery documents within the borough, including Area Action Plans and masterplans, and in doing so: - actively contribute to the physical, economic and social regeneration of the Borough and the wider sub-region
 - implement a culture of positive planning which in conjunction with regeneration partners will ensure that high quality development is positively encouraged to maximise the benefits for our residents and businesses.
 - contribute to the identification, promotion, effective management, development and delivery of major projects and facilitating development opportunities across the Borough.
 - identify and ensure effective and innovative development interventions, which are delivered in partnership with a range of internal and external partners and maximise inward investment opportunities from external sources to help deliver physical development and regeneration in the Borough.
- To lead on, develop and ensure delivery of creative, timely and meaningful engagement of the local community and other stakeholders and elected Members in the above processes and ensure compliance with Government legislation.

- To ensure statutory and legal obligations are delivered and communicated in a customer focussed manner, optimising available resources.
- To be a lead off officer and represent the Council as an expert spokesperson on strategic planning matters
- To deputise for the Strategic Planning Manager as and when required and in doing so be responsible for strategic planning policy and research tasks that enable the successful delivery of the Local Plan, Area Action Plans and other strategic planning projects.

COUNCIL SPECIFIC ACCOUNTABILITIES

MANAGEMENT OF PEOPLE/LEADERSHIP

- To be responsible for leadership and management of staff, and contribute towards staff motivation, retention, recruitment, training and development and performance.
- To be responsible for the efficient and effective performance management of the team; developing, prioritising and reviewing its activities by establishing work programmes and targets, and ensuring their achievement.
- To be responsible for establishing multi-disciplinary project teams to ensure effective internal and external partnership working.
- To be responsible and accountable for delegated budget(s) for each area plan
- To actively contribute to the overall management of the Strategic Planning Team, deputising for the Strategic Planning Manager as and when required, and to participate in service- wide, divisional, directorate and Council-wide developments and initiatives in pursuit of Council aims and objectives.

STRATEGIC THINKING AND PLANNING

- To contribute to the development of strategies for service improvements, service development and the achievement of Council, departmental and customer objectives as they apply to the function area.
- To be responsible for ensuring that advice given and recommendations made by team members have full and proper regard for the Council's planning policies, standards and relevant Government legislation and guidance.

MANAGING SERVICES AND DELIVERY

- To ensure that duties are carried out in accordance with the Council's policies and Code of Conduct, incorporating the principles of valuing diversity.
- To contribute significantly to the service delivery, developing and implementing customer-focussed standards in a regulatory environment, meeting laid down performance indicators.
- To be aware and act upon cross-service and corporate aims and procedures, contribute to initiatives which are intended to enhance service delivery, foster partnerships and liaison with external agencies and organisations, and attend working parties/meetings which pursue closer working arrangements, both within and outside the Council.
- To interpret the implications of other service area activities and make them known within the Planning service.
- To inform, advise and respond to residents and customers through representation at Committees and other public forums.
- To take lead and manage a team within Strategic Planning to
 - develop, implement and continuously review of the Council's policies, strategies and plans related to land-use, preparation and review including statutory Development Plans, Supplementary Planning Documents and monitoring documents
 - provide timely strategic planning advice to Development Management officers and other internal and external stakeholders.
 - prepare the Council's response to national, regional and local issues in respect to strategic planning matters.
 - input to Council initiatives, strategies and plans.
 - prepare site development work including planning and development briefs
 - ensure effective project management, procurement, negotiation of contracts, and undertake an innovative approach to sourcing and bidding for funding opportunities

COMMUNICATION

- To liaise and work in partnership with other parties to ensure that appropriate information is available and taken into account in order to discharge duties effectively.
- To network and liaise with other Council staff and other organisations to co-ordinate the preparation of strategic planning documents.
- To act as a senior expert spokesperson for the Council on issues related to strategic planning, leading the team as required and ensuring that communications with colleagues, Council Members, the public and others including statutory consultees - both on and offsite, the Government and the Planning Inspectorate are dealt with to an exceptional standard.
- To be responsible for establishing and lead multi-disciplinary project teams to enable the breaking down of divisional and departmental barriers and to encourage the concept of both internal and external partnership working.

PARTNERSHIP WORKING/PERSONAL EFFECTIVENESS

- To manage multi-disciplinary project teams to enable the breaking down of divisional and departmental barriers and to encourage the concept of both internal and external partnership working.
- To take the lead on liaising with interested parties e.g. stakeholders, developers, in order to secure resolution of potential conflicts and high quality, innovative outcomes that reflect Service objectives.
- To take the lead working with key stakeholders, local residents and the voluntary sector in improving service delivery and promoting creative and innovative ways of tackling local problems, ensuring services are developed which meet the needs of our ethnically diverse community and are accessible to all users.
- Take a proactive role in ensuring that links with the community and other service users are developed in a responsible and inclusive manner, ensuring particular attention to the needs of disadvantaged groups.

MANAGING PROJECTS AND RESOURCES

- To lead and manage a team responsible for the development of all area based strategic planning projects establishing deadlines with identifiable outcomes.
- To take the lead on identifying IT needs with innovative area planning solutions to ensure the service area maximises the use of available resources.

- To be responsible for the management of staff to deliver services that will achieve continuous improvement of the Council.
- To be responsible for the development and co-ordination of the team's work programme including allocation of work.
- To assist the Strategic Planning Manager in embedding new initiatives which seek to ensure ongoing service improvement.

SERVICE SPECIFIC ACCOUNTABILITIES

- To lead and manage the team responsible for the development of Area Action Plans, masterplans and other area based guidance and policies to ensure that they comply with legislative requirements, are consistent with the requirements of the NPPF and London Plan, and support the Council's overall priorities and objectives.
- To establish project management structures and good working relationships to ensure joint working with other teams within the Planning Service and other Council services, particularly urban design, development management and economic regeneration.
- Prepare and give expert advice, both written and oral, in relation to the work undertaken, to Council committees, at public meetings, planning inquiries and examinations in public amongst others.
- To be politically sensitive and able to recognise and deal with a range of sensitive issues that impact on the service area.
- To provide the lead on sub- regional and growth area delivery and investment initiatives, such as NLSA; London Stansted Cambridge corridor.
- To be responsible for delivering a high quality customer focussed service. To develop innovative approaches and ensure that public consultation and engagement is undertaken in accordance with the Council's policies and procedures and legislative requirements and that the principles of equality are incorporated into the process.
- To be accountable to the Strategic Planning Manager for achieving agreed service outcomes and personal appraisal targets in addition to the specific duties in this job profile, to also undertake specialist diverse projects of a corporate nature and the lead on the implementation of innovative solutions.

- To be responsible for managing diverse projects from conception through to implementation, monitoring and evaluation when required.
- To be responsible for preparing and presenting high level complex reports on behalf of the Council on issues relevant to the Service area.
- To carry out duties in accordance with the Council's equalities policies related to both staff management and service delivery.
- To be responsible for reviewing quality of service, taking statutory, legal, procedural and policy issues into account, for the achievement of the Unit's objectives.
- To be responsible for initiating strategic policy initiatives in order to meet the continuing changing demands of the service.
- To be responsible for managing special research and/or corporate initiatives undertaken by the team.
- To assist and where necessary deputise for the Strategic Planning Manager with the development of wider team programme, Local Development Scheme and budget forecast and spend.
- As deputy team leader, be responsible for strategic planning policy and research tasks that enable the successful delivery of the Local Plan, Area Action Plans and other strategic planning projects.

OTHER

- To be responsible for ensuring that advice given and recommendations made by team members have full and proper regard for the Council's planning policies, standards and relevant Government legislation and guidance.
- The post holder may be required to work outside of normal office hours and to attend evening meetings or committees.
- To undertake other duties commensurate with the grading of the post as may be determined.

Person Specification

SKILLS AND ABILITIES:

MANAGEMENT OF PEOPLE/LEADERSHIP

- Ability to manage staff and consultants and to provide leadership and direction to individuals, so as to gain commitment and ownership.
- Ability to empower and motivate staff and to build and contribute to effective team working in a pro-active manner.
- Ability to attract, develop and retain a highly motivated and professional workforce and to deal swiftly and competently with any unprofessional conduct.
- Ability to plan individual work programmes and experience of effectively using project and performance management techniques to deliver projects.
- A track record of playing a leadership role in a planning team with a proven ability to motivate staff and to build and contribute to effective teams and relationships. Ability to lead by example.
- Ability to operate effectively as part of a wider service structure, to manage conflicting priorities in a pressurised work environment subject to frequently changing circumstances, to acquire new skills and knowledge, and a commitment to learning.

COMMUNICATION

- Highly developed oral, written and presentational skills including an ability to influence and negotiate effectively.
- Ability to lead the Council's written and verbal submissions at the public examination of Local Plan documents.

MANAGING PROJECTS AND RESOURCES

- Ability to plan, manage and monitor projects and programmes of work, including ability to act on own initiative, set and meet deadlines.

- Ability to manage an extensive and demanding workload in order to meet performance targets.
- Ability to successfully organise and prioritise the workload of team members.
- Ability to lead on the development of and use new technology to assist in improving service delivery and personal performance.
- Able to make decisions that demonstrate commitment to the Council's vision for a better Hackney.
- Able to work across service boundaries to secure ownership for corporate initiatives

MANAGING SERVICES AND DELIVERY:

KNOWLEDGE

- A thorough understanding of current strategic planning matters and extensive knowledge of up to date issues regarding the legislative, policy and procedural frameworks within which the Planning service operates.
- Thorough understanding of current issues, policies and developments at a local and national level relating to the specific responsibilities of the post. In particular extensive knowledge of planning and regeneration in a multi-cultural inner city context.
- A working knowledge of established and emerging IT systems relevant to the Service (e.g. Word processing, Planning Databases and GIS)
- A knowledge and ability to implement equal opportunities in accordance with Council guidelines.
- Able to understand technical, financial viability and delivery issues relevant to complex projects.

WORK RELATED EXPERIENCE

- Proven experience of managing staff and leadership within a planning context to develop strategic planning documents, spatial planning documents and design guidance for site and areas, and supervising workloads within Strategic planning teams
- Track record of strong project and performance management - experience of ensuring the delivery of planning projects and programmes within agreed timescales and with quality outcomes.

- Political awareness with proven experience of positively liaising with elected members to take forward local planning documents.
- Experience of successfully engaging with others in a diverse community, building positive and productive working relationships Effective interpersonal skills appropriate to a wide range of situations – (internal/external negotiation, advising, coaching, and dealing with conflict). In particular to demonstrate the skills and experience to negotiate solutions to complex problems and deliver effective local plans.
- Experience of delivering an effective and innovative community engagement and consultation programmes
- A proven ability to anticipate problems and provide effective solutions and options to resolve them.
- Experience of making difficult decisions through the analysis of relevant information and risk assessment.
- A track record of delivering programmes and projects in a manner that promotes equality of opportunity including ability to make decisions that demonstrate commitment to the Council's vision Hackney a Place for Everyone.
- Proven ability to plan, manage and monitor programmes of work, including use of consultants, to agreed budgets and timescales.

QUALIFICATIONS

- Post graduate qualification in Town Planning (or equivalent) and membership of, or eligibility for the RTPI.

CIRCUMSTANCES

- The post holder must be aware of, and comply with, health and safety legislation and Council health and safety policy as relevant to their post.
- The post holder may be required to work outside of normal office hours and to attend evening meetings or committees, for which no overtime will be paid.
- This post is politically restricted in accordance with the provisions of Section 2(g) of the Local Government and Housing Act 1989.