

Post Title: Service Director Planning & Environment

Job Summary

Job Purpose

To provide strategic leadership and direction, operational management and financial control for the Planning & Environment service areas.

To be accountable for the performance of the Planning & Environment service area and the delivery of high quality strategic aims. Support the Corporate Director for Planning, Growth & Sustainability to deliver the desired culture and aims of the Council.

Be an active member of the Planning, Growth & Sustainability senior leadership team with collective responsibility for the managerial leadership of the function, encouraging a culture which promotes the values and behaviours of the council.

Drive transformational organisational change in order to achieve excellent member, customer and partner relationships while delivering cost effective, high quality services to residents.

Generic Responsibilities

- To embed a customer focussed culture, ensuring that employees and partners keep the customers' needs at the forefront of what they do. Act as a role model for engaging and empowering the customer, ensuring that the customer's voice is always heard and informs the way we work.
- To work with members and build cross-partner alignment across the County and beyond, using well developed interpersonal skills to create strong, positive working relationships. Help create joined-up solutions and collective commitment across partners by demonstrating the benefits of working together. Manage relationships with partners for the long term – sharing information, building trust constructively and openly tackling conflict to find mutually beneficial solutions.
- Stay abreast of new trends, legislation, best practice, demographic and other external factors and use this understanding to pre-empt issues, identify opportunities or develop innovative solutions.
- Challenge the status quo and existing performance levels, constantly questioning how things can be done better. Remain focussed on outcomes. Set challenging goals that focus on step change improvements.
- Manage a budget, delivering against financial responsibilities and adhering to financial regulations. Develop and maintain a future-focussed workforce plan. Demonstrate a commercial focus, identifying opportunities to reduce cost and create income generation opportunities.

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- Make best use of resources, analyse outcomes and benefits against costs and risks when planning and making decisions. Make decisions in a timely manner and take personal responsibility for those decisions. Take initiative and clear ownership of issues.
- Proactively build an environment which values staff creativity and innovation. Take time to get to know others and their perspectives, and value diversity of skills, background and knowledge. Take a consultative approach and remain open to ideas or input from different sources.
- Act with integrity. To be open, honest and consistent, role modelling a high performing, supportive culture. Drive the Council's values and vision internally and externally and be an ambassador of the Council at all times.
- Take action to address talent gaps and ensure the service has the skills, knowledge and behaviours it needs. Establishes systems to ensure that future organisational development needs are assessed and met on an ongoing basis. Actively raise and tackle performance issues promptly and constructively. Systematically coach, mentor and develop others to achieve their potential. Seek to ensure the motivation and wellbeing of the workforce.
- Champion individual and collective learning and development opportunities, enriching the development of the workforce to maximise engagement and productivity. Publicly invest time in learning and development activities.
- To be part of the Incident Management and / or Crisis Management structure in the event of an incident or emergency, including participating in out of hours arrangements"
- To ensure that the Service is trained and able to respond to emergencies in the community in line with the Civil Contingencies Policy and to ensure that the Service has adequate Business Continuity Management (BCM) arrangements in place in line with the Civil Contingencies Policy.
- The post holder must carry out their duties with full regard to the Constitution and all of the Council's policies and procedures.
- Take an active role in emergency response/business continuity planning and implementation, which may include out of hours working.

Role Specific Responsibilities

- Lead and direct the Planning & Environment service area in order to deliver the council's strategic and service objectives.
- Lead on driving the strategic plans and objectives of the Planning & Environment Service ensuring statutory requirements are met.
- Lead the Council's work to identify the impact and service requirements arising from planned growth identified in Local Plans in order to mitigate its impact, working across the authority to ensure a corporate response
- Represent the Council in infrastructure planning work undertaken by the Council's partners and external developers.
- Lead and manage the work required to fulfil the Council's statutory responsibility at Minerals and Waste Planning Authority.
- Interpret national and local policy frameworks and plans and, working corporately, co-ordinate work to identify the strategic implications for the Council provided infrastructure and services. Where possible to use networks and other opportunities to influence new national policy in a way that supports the councils corporate objectives.

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- Lead on the Council's development of Local Plans for the county of Buckinghamshire.
- Lead on the strategic plan of identifying infrastructure and service requirements that arise from planned growth.
- Responsible for the strategic overview of the Council's major planning applications that have an impact on the wider county and services.
- Lead on developing strategic responses on behalf of the Council to infrastructure proposals that are of national significance.
- Lead on the development of transport strategies and the Local Transport Plan, ensuring that links are made to the wider growth strategy for Buckinghamshire
- Take the lead strategic role representing the Council in infrastructure planning work undertaken by England's Economic Heartland Strategic Alliance.
- Assess issues that are complex and/or sensitive in nature that could impact on the Council financially and /or reputationally in relation to strategic planning and infrastructure, and advise senior members of the Cabinet on key issues, options and potential solutions
- Direct, protect and control the Councils reputation and organisation brand through effective communications.
- Drive the Council's values and vision internally and externally, acting as an Ambassador of the Council at all times.
- Agree and implement GDPR transparency requirements, including Privacy Notice, Subject Access Requests and Data Protection Impact Assessments.

Essential Qualifications

- Relevant degree or professional qualification, or relevant professional experience.
- Evidence of work-related continuing managerial and professional development.

Knowledge & Experience

- Substantial experience of leading and managing a planning and environment service in a large public sector organisation (preferably local government).
- Substantial experience of leading and managing a strategic planning or related service area in a large public sector organisation (preferably local government).
- Proven track record of successfully developing and delivering an effective assurance and governance function.
- Extensive and comprehensive knowledge and understanding of the national policy context, regulatory environment, financial legislation and major issues facing the functional area.
- Proven track record of effectively managing significant budgets and ensuring the delivery of services within agreed resources.
- Proven ability to deliver effective performance management within own service and understanding of the performance management process in partnership arrangements.
- Understanding of appropriate professional standards and how these can be achieved.
- Authority and credibility to work effectively in a political environment and establish positive and productive relationships with stakeholders.

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- Excellent interpersonal and communication and presentation skills, with proven ability to communicate effectively and persuasively to a wide range of audiences both horizontally and vertically throughout the organisation.
- Authority and credibility to work effectively in a political environment and establish positive relationships with Members on complex issues providing clear advice on policy decisions.
- Demonstrable experience of partnership working, including the ability to influence and lead corporate and multi-agency projects and initiatives effectively
- Proven track record of operating strategically on corporate projects and policy development.
- Proven track record of accountability for and success in delivering major organisational change.
- Proven leadership ability, with evidence of developing a multi - disciplinary team approach, managing staff, setting direction, inspiring confidence, encouraging, motivating and influencing others.
- A successful track record in corporate performance management and participation in the formulation of corporate objectives, policies and strategies.
- Proven ability to think innovatively and conceptually and deliver against this.
- Evidence of enthusiasm, drive, commitment and energy demonstrated in achieving goals.
- Resilient and positive in spite of setbacks.
- Demonstrates behaviours which model the Council's values.

Essential Personal Attributes

- A high degree of political awareness and sensitivity, and commitment to working closely with all councillors, local organisations and communities.
- Highly developed diplomatic skills, particularly in motivating, negotiating and persuading others outside the span of control, including partner organisations.
- A collaborative personal style, highly effective interpersonal skills including strong emotional intelligence; and highly effective presentational skills.
- Is open and honest in their approach, transparent with others about what is possible, quickly establishing credibility and gaining the trust and respect of others.
- Actively shares knowledge and expertise with others and respects others own knowledge and expertise.
- Responds constructively to ambiguity, change, obstacles and challenges.
- The ability to think creatively and innovatively in developing, recommending and leading strategic initiatives and policies to assist in the achievement of organisational goals.
- Innovative and creative approach to change and acts as a role model for change.
- Looks for ways technology can be harnessed to improve services and embraces new technology, anticipating and adopting innovations in business and technology applications.
- Looks widely and broadly across sectors for new ideas and initiatives and creates an environment where creative ideas can be shared and acted upon.
- Networks effectively in the local government environment.
- Negotiates and mediates effectively with others.
- Observes the situation from the perspective of the other parties involved.

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- Exhibits high emotional intelligence with the ability to read others emotions and agendas respecting differences and challenges.
- Articulates a positive, compelling vision and sense of core purpose with the ability to develop vision into actions that deliver the desired outcomes.
- Facilitates a culture where information is analysed and evaluated, making reasoned and balanced judgements from critically evaluated information.
- Supports others through coaching, mentoring and sharing learning and provides opportunities to develop new skills; facilitating an environment in which others can thrive
- Makes prompt decisions, weighting up pros and cons and is confident in taking managed risks.
- The ability to work corporately and manage resources effectively in a complex environment, including the ability to interpret and understand complex financial and budgetary information, and to negotiate and influence to direct resources.
- Model and uphold the values and behaviours of the Council at all times.
- Ability to work under pressure and to motivate others to work quickly, without undue stress, and demonstrate a duty of care.
- Personal integrity.
- Drive and self-motivation; a 'can-do' attitude.
- Positive, committed, adaptable, robust and confident approach.

Contacts

1. Members, the Chief Executive, Corporate Directors, Service Directors and equivalent levels in external bodies, private sector and partner organisations in order to advise, discuss, challenge and influence. Establish and lead partnership working with internal / external services / organisations and liaise with national bodies.
2. Manage complex political relationships. Manage relationships with key stakeholders and delivery partners including negotiation of complex political / strategic / commercial issues.
3. Direct Line Management of Service Areas:
 - Development Management
 - Building Control
 - Planning Policy
 - Enforcement
 - Highways Development Management
 - Heritage, Design, Landscapes
 - Archaeology
 - Natural & Environmental Partnership
 - Energy & Resources
 - Environmental Policy/Climate Change
 - Ecology
 - Strategic & Local Planning
 - CIL/106
 - Housing Strategy

Planning and Decisions

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- Breadth of vision, strategic, innovative and ground breaking problem solving involves thinking within a general framework of political direction in situations where there are often aspects which are ambiguous, intangible or unstructured.
- A significant degree of self-sufficient evaluative judgement is required in relation to risks and issues, with the ability to identify the potential impact of a wide range of changing and potentially conflicting internal and external factors.
- Direction setting, planning and prioritisation is over 20+ years to ensure the Council achieves its strategic goals, reviewing and adjusting to take account of the risks and opportunities presented by a changing political, commercial and regulatory environment.
- Make decisions, based on broad organisational policies and objectives.
- The role requires a “one council” approach to cost effective, customer focused and commercial service delivery.
- The jobholder will often need to define the problem before researching and developing solutions.
- Actively manages business risks.

Accountable

1. Scope of impact includes delivery of the whole Council's strategic objectives.
2. Accountable for performance, budget and outcome delivery across the Planning and Environment service. Prime responsibility for a Budget of £55m.

The above job summary is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This job summary will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.