

## Job Description

<b>Job Title</b>	Strategic Planning Manager
<b>Proposed Grade</b>	EPO6
<b>Reporting To</b>	Assistant Director - Chief Planner
<b>JD Ref</b>	REG0170P

## Purpose

To lead, manage and develop the delivery of the Council's Strategic Planning, Heritage and Urban Design services to ensure they meet all statutory requirements and driving forward a high performing service.

## Main Duties and Responsibilities

### Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

### Main Role Duties and Responsibilities:

- Lead the delivery and adoption of the Local Plan including reviews and production of supporting guidance.
- Ensure the evidence base of the Local Plan is up to date and fit for purpose.
- Lead on Neighbourhood Planning.
- Prepare and implement the Council's statutory land use planning policies and provide support for the making of neighbourhood planning proposals in accordance with nationally defined statutory processes.
- Establish and maintain an appropriate evidence base, the completion of statutory appraisals and assessments, the submission of Council data to Government agencies and the preparation of the Council's statutory annual monitoring reports.
- Lead and advise on regional policy development including the Spatial Development Strategy, Waste and biodiversity.
- Lead on the provision of specialist policy advice and information on individual development proposals and planning applications, to support the day-to-day operation of the Council's Development Management service.

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- Lead on the provision of heritage services including heritage advice on planning applications and to other service areas; provision of conservation area appraisals and management plans, heritage at risk, liaison with Historic England and local heritage groups and administering of any heritage grants.
- Lead on provision of Urban Design advice services including provision of advice to Development Management, provision of design coding, administering the Council's 3D digital model and support to policy development and master planning.
- Manage the staff and the budgets of the service to ensure spend and income are correctly accounted for and lead on financial monitoring for the service budgets.

#### **Team Leadership and Management:**

- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Through continuous improvement strengthen the tools, practices and impact of the service.
- Act as the Council's lead officer to provide Planning, Heritage and Urban Design advice both internally and externally.
- Lead, develop, implement and monitor an annual work programme and service improvement plan to ensure policies and procedures are in place to deliver a service that responds to current and changing legislation and guidance and operates efficiently and effectively.
- Ability to prioritise work of the team to meet tight deadlines.

#### **Communication, Engagement and Training:**

- Establish strong and effective engagement with all stakeholders including Members, community groups, statutory consultees and developers.
- Provide effective communication and engagement within the team and across the organisation to ensure effective collaboration to achieve service and corporate objectives
- Ensure the team are effectively trained to fulfil their roles.

#### **Data Analysis and Decision-Making:**

- Be the lead officer at relevant committees relating to decisions sought by the Service and provide relevant professional advice.
- Lead and provide professional advice to support the Council at examination, appeal, hearing or public inquiry as required.



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- Commission, collate, assess and present data and evidence needed to support the service functions.
- Apply knowledge, experience and judgement directly to resolve or provide influential advice to others on complex and contentious issues regarding Strategic Planning, heritage or urban design.
- To lead the team in providing timely advice on planning applications and pre applications regarding Planning policy, heritage and urban design.
- Deputise for the AD Chief Planner as required.

### Performance Management:

- To support, develop and manage performance of the staff to ensure service objectives and requirements are met.
- To assess performance of the service policies and processes to ensure statutory targets are met and to recommend appropriate course of action to improve effectiveness.
- To manage team resources and prioritise to ensure that key objectives are achieved.

### Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.

### Other:

Any other duties commensurate with the grade.

## Role Specific Knowledge, Experience And Skills

### Qualifications

- Degree and/or post-graduate qualification in Town and Country Planning recognised by the Royal Town Planning Institute or equivalent geographical or environmental discipline.
- To be a member of the Royal Town Planning Institute (MRTPI) or eligible for membership.
- **Desirable** – To be a member of IHBC or eligible for membership.
- **Desirable** – To have a recognised management qualification.



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## Knowledge & Skills

- To have an excellent understanding of Planning legislation and policy.
- A good understanding of the Local authority policies, practices and current challenges.
- Extensive and up-to-date knowledge of current planning legislation and best practice in relation to all areas of the planning service and local government.
- An Understanding of current heritage policy, regulation and issues
- An understanding of current urban design policy and best practice
- Excellent inter-personal skills together with strong oral and written communications skills.
- IT skills including Microsoft Office.

## Experience

- Extensive experience of working within a Local Authority Planning team.
- Experience of taking a Local Plan through the adoption process including policy development, evidence gathering and stakeholder engagement.
- Experience of managing staff including demonstrable experience of managing performance and developing and motivating individuals.
- Budget management.
- Experience of briefing members and stakeholders on complex issues and negotiating successful outcomes.
- **Desirable** - Experience of managing heritage and urban design services.
- **Desirable** - Experience of delivering a large change programme.
- **Desirable** - Experience of representing an organisation at a regional level.

## Additional Information

Work hybrid, with a flexible working approach to accommodate service needs.

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Attend committee meetings as and when directed by the AD – Chief Planner.

## Health & Safety Considerations:

- Lone working
- Work with VDUs (Video Display Unit) (>5hrs per week)



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**Approved By: Mandy Lewis (AD – Chief Planner)**

**Date Of Approval: August 2024**



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