

Lancaster City Council - Job Description & Person Specification

Job Title:	Planning Policy Manager	Grade:	GG512	Job Code:	LCC857
Service/Team:	Planning & Climate Change Service / Planning & Housing Strategy	Role Type: *Delete as appropriate	HYBRID	Reports to: *Title & LCC Code	Service Manager – Planning & Housing Strategy
Line Manages: *Title/s & LCC Code	Senior Planning Policy Officer (PT) Planning Policy Officer (PT) Planning Policy Assistant GIS Officer GIS Officer (PT)				

Job Overview
Overview To manage and deliver a high-quality and customer focused Planning Policy function, focused on the delivery of Council's corporate ambitions around the delivery of a new Local Development Plan and driving forward its digitisation agenda. This including the management, supervision and allocation of work of both the Service's Planning Policy team and Geographical Information Systems (GIS) team. To provide professional advice at a senior level to the Council on the development and delivery of its strategic planning function and compliance with statutory obligations. To take responsibility for the preparation of development plan documents and other planning strategies at all stages, including the commissioning of evidence, plan writing and preparation and giving evidence at examinations and planning appeals.
Direct Responsibilities
Corporate - Contribute, where required, to the development of the council's overall strategic direction, policies and objectives. - Provide professional advice, information and support in relation to planning policy matters to Councillors, Senior Managers and other colleagues as required. - Work with Councillors, the Executive Team and Service Manager – Planning & Housing Strategy in respect of the development and review of plans, strategies, policies and delivery to meet the Council's strategic objectives and statutory obligations. - Contribute to the Council's customer service ethos and be part of a strong working culture, with sound values and positive behaviour. - Contribute to the development of strong performance management across the Council to help drive effective service delivery. - Work across Council services to ensure an integrated approach to service planning and delivery, contributing to cross-service projects as required. Managerial - Provide supervision for both the Planning Policy and GIS teams, both within the Planning & Climate Change Service, providing effective leadership and clear sense of direction. - Initiate and oversee the creation and implementation of the new Local Development Plan and the evolution of greater levels of digitisations within the Planning & Housing Strategy Service. - Ensure that all staff matters within the Service are well managed, including recruitment, appraisal, motivation, training and development, performance counselling and, if required, disciplinary matters.

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- Oversee and promote strong performance across all service areas with a focus on success, developing potential and recognition.
- Deal fairly and effectively with comments, complaints and enquiries, seeking to improve service delivery where possible.
- Ensure effective management of external groups where the Council has a key formal role.
- Promote good practice across the team in terms of equality and diversity, health and safety, values and behaviours, team and cooperative working and positive communications.
- Provide support for the Service Manager in relation to management, development and performance across the Planning & Climate Change Service.

Specific

- To manage, co-ordinate and monitor team performance in regard of Local Plan preparation to ensure high quality of work seeks to deliver a sound Local Plan which reflects the timetable for plan-making, as set out in the Local Development Scheme.
- To manage, co-ordinate and monitor officer performance in all other aspects of both the plan-making and GIS functions, including the preparation of other Development Plan Documents, Supplementary Planning Documents, informal Advice Notes and site-specific Development Briefs.
- To manage, co-ordinate and monitor officer performance at Public Examination, including acting as the Council's lead witness at Examinations and Planning Appeals, where required to do so.
- To provide professional direction, representation and advocacy of the Council's strategic planning agenda, including giving professional evidence at development plan examinations and planning appeals.
- To maintain a current knowledge of planning legislation, national planning policy, procedures and other guidance that may be relevant to either the Planning Policy or GIS teams, and to disseminate information as required to both teams.
- To represent the Council at the Lancashire Development Plan Officers Group (DPOG).
- To liaise with Development Management Officers in regard to planning applications to provide the necessary direction over the implications of both current and emerging national and local planning policy. Liaison also to take place with the Development Management team to seek direction and input into newly emerging Local Plan policy.
- To analyse planning related internal and external documents (such as national guidance and other plans and strategies) and prepare responses to consultation exercises to enable the Council's views to influence documents contents. To engage with internal and external professionals on matters pertinent to informing the preparation of planning policies.
- Providing senior level advice to neighbourhood plan groups on localism including the preparation of neighbourhood plans.
- Providing professional direction on the Council's policies and practices on community engagement to enable to delivery the views of the community and stakeholders to influence policy development, including advocating the Council's case to external customers at public events.
- Contributing to the development and maintenance of effective working relationships with the professional expertise within the Planning & Climate Change Service, other Council Services and relevant external bodies to enable reciprocal influence on policy development.
- Developing and maintaining effective working relationships with professional expertise in the Planning & Climate Change Service, and other Council Services and relevant external bodies to enable reciprocal influence on policy development.
- Preparing and presenting report and establishing positive relationships with elected Members of the Council via policy development groups, Cabinet, Overview and Scrutiny or other elected Member working groups to provide advocacy for and explanation of planning policy development outcomes.
- To deputise for the Service Manager – Planning & Housing Strategy when required, including service management duties, supporting and advising Cabinet and other Council Committees, attending County, Regional and National working groups and seminars to advance the work of the Service and the Council in general.

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Primary Measurable Objectives

- To ensure that the Service's Planning Policy and GIS Teams produce excellence with regard to policy-making in order to prepare a robust and sound Local Plan which delivers on the Government's national ambitions around development delivery and the Council's own local ambitions around high quality design, regeneration, transport & connectivity, economic prosperity and addressing the Climate Emergency.
- The preparation and delivery of Development Plan Documents, Supplementary Planning Documents, Planning Advice Notes and Development Briefs. The provision of sound informed and consistent planning advice to elected Members, professional colleagues and external stakeholders. Delivering full responsibility for Local Plan delivery, designated policy areas and oversight of other policy areas.
- To supervise and manage the Service's Planning Policy and GIS teams to maximise opportunities for greater levels of digitisation within the service, particularly focusing on the opportunities around digitisation of the Local Plan itself and the presentation of its contents, evidence and mapping.
- To adopt a continuous improvement approach to all work delivered by the Planning and Climate Change Service, ensuring that placemaking is at the heart of all plan-making.

Staff Management Responsibilities

- Provide managerial supervision and support in terms of workloads and tasks around the development of the Local Plan and other policy related documents and strategies, with a focus upon excellence in customer service delivery.
- All aspects of managing staff recruitment and probation; staff attendance; and staff performance, capability and conduct.
- Mentor, coach and develop team members.

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	- Royal Town Planning Institute (RTPI) Charter Membership, OR demonstrable equivalent experience to be eligible to securing Chartered Membership status. RTPI Chartered Membership must be achieved within the probationary period and maintained on an ongoing basis (paid for by the employee). - Degree level (or equivalent qualifications) in a planning-related function.		App Form, Interview, Certificate
Experience	- Evidence of significant experience of policy and Local Plan preparation and the supervision of teams. - Sound knowledge of the Plan-Making system. - Sound knowledge of planning law and legislation, including the National Planning Policy Framework and National Planning Practice Guidance. - Previous experience of advising Councillors regarding complex planning matters.		App Form, Interview
Job Related Skills, Knowledge & Abilities	- Good IT Skills including competency with Microsoft Office and Microsoft Teams. - Ability to absorb, assess and analyse large amounts of complex information the develop and present coherent and clear recommendations. - Ability to effectively organise own workload, often set against competing priorities.	- Familiarity with Arc GIS Mapping Systems. - Performance management. - Coaching and mentoring skills.	App Form, Interview

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	A high focus upon customer service experience.		
Personal Attributes Including Interpersonal & Communication Skills	- Experience of management and team leadership. - Communication and negotiation skills. - Confident at advocacy in a public forum.		App Form, Interview
Special Requirements/Other	- Understanding, implementation and adherence to Lancaster City Council's policies and procedures. - Understanding, implementation and adherence to Our Values. - Understanding the post holders own and their team's contribution to the Council's Corporate Plan. - Full driving licence.		App Form, Interview

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Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	