

Lancaster City Council - Job Description & Person Specification

Job Title:	Service Manager – Planning & Housing Strategy	Grade:	GG513	Job Code:	LCC518
Service/Team:	Planning & Climate Change / Planning & Housing Strategy	Role Type: *Delete as appropriate	HYBRID	Reports to: *Title & LCC Code	Chief Officer – Planning & Climate Change
Line Manages: *Title/s & LCC Code	Principal Planning Policy Officers Principal Housing Strategy Officer Principal Climate Policy Officer Principal Conservation Officer Arboricultural Officer Consultation & Engagement Officer Biodiversity Officer				

Job Overview
Overview - To provide management for the Planning & Housing Strategy Team within the Planning & Climate Change Service, providing effective leadership and clear sense of direction. - Initiate and oversee the creation and development of new or improved planning policy initiatives, including modernisation and innovation regarding the delivery of the Local Plan. - Oversee and promote strong performance across all service areas with a focus on success, developing potential and recognition. - To provide professional advice, information and support in relation to all planning, climate, heritage and housing policy matters to Councillors and other Senior Managers and colleagues, as required. - To work alongside Councillors and the Senior Leadership Team in respect of the development and review of strategies, policies and delivery to meet the Council's strategic objectives and statutory obligations. - Work across Council services to ensure an integrated approach to service planning and delivery, contributing to cross service projects, as required. - Provide support and, where required, deputise for the Chief Officer – Planning & Climate Change, in relation to service management, development and performance across all areas.
Direct Responsibilities
- To manage and co-ordinate resources across all areas of the multi-disciplinary Planning and Housing Strategy function to ensure a high quality of work across the Team. - To ensure the effective delivery of the Council's strategic planning and housing agenda in accordance with statutory legislation and to ensure the integration of planning policy development, housing policy development, heritage and design policies, and climate change policies. - To manage the preparation, refresh, advocacy and implementation of the Council's Development Plan Documents and other related strategies, action plans and supplementary guidance. - To ensure that the Council's policies and practices on community engagement are implemented to enable the views of the community and stakeholders to properly influence policy development. - To provide the lead professional direction, representation and advocacy of Lancaster City Council's strategic planning and housing agenda including attending examinations in public and, where required, public inquiries. - To lead the Council's input into the preparation and implementation of planning and housing policies and strategies prepared at national, regional level, sub-regional level and by groups of local authority partners and other joint local authority working arrangements.

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- To commission and manage the preparation of the Local Plan evidence base to ensure actions which address identified planning and housing needs are soundly based.
- To commission and direct consultants to act on the Council's behalf to deliver specified project and performance outcomes.
- To identify and initiate best practice in joint working between external partner agencies on solutions to addressing identified planning and housing needs.
- To report to and attend the council's policy development groups, Cabinet, Overview and Scrutiny groups or other Elected Member and working groups to provide advocacy and explanation of policy development, progress and performance on meeting identified planning and housing needs.
- To manage allocated budget headings in line with the Service Business Plan and Financial Regulations, and reporting on progress as part of the City Councils performance management procedures.
- To maintain a current knowledge of planning legislation, procedures, policies and other guidance that may be relevant to all planning and housing policy matters and to disseminate changes in such matters to the Planning and Housing Strategy Team.
- To work closely with the Service Manager for Development Management and ensure that planning and housing policy is properly reflected in relevant planning applications to enable informed decisions to be made in line with adopted policies.
- Deal fairly and effectively with comments, complaints and enquiries, seeking to improve service delivery where possible.
- Contribute to the Council's customer service ethos and be part of a strong working culture, with sound values and positive behaviour.
- To ensure effective management of external groups where the Council has a key formal role.

Primary Measurable Objectives

- To ensure that the Service's Planning and Housing Strategy functions, comprising the Planning Policy Team, Housing Strategy Team, Heritage & Design Team, Climate Change Policy Hub and Consultation & Engagement Team work towards a common goal in terms of creating high-quality buildings and places that function well; are visually attractive as a consequence of good layout, density, design and landscaping; are sympathetic to local character; provides the opportunity to support local facilities and transport networks, and maintains a strong sense of place whilst contributing to mitigate against the effects of climate change.
- To manage the Planning and Housing Strategy Team workload across all disciplines to ensure a professional, expeditious and high-quality level of work and decision-making with a strong customer-focused ethos.
- 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 decision-making and policy evolution.

Staff Management Responsibilities

- To manage and provide strategic support to the Principal Planning Policy Officers, Principal Housing Strategy Officer, Principal Climate Policy Officer, Principal Conservation Officer, Arboricultural Officer and the Consultation & Engagement Officer to ensure integration and consistency across the teams with a focus upon excellence in customer service delivery.
- All aspects of managing people, including staff recruitment and probation; staff attendance; relevant training and development, staff performance and, if required, disciplinary, capability and conduct.
- Mentor, coach and develop team members.

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- 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.

Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other
Specialised Qualifications & Training	Full Member of Royal Town Planning Institute (MRTPI) Degree level (or equivalent qualifications) in a planning-related function	Additional degree in another subject area.	App Form, Interview, Certificate
Experience	Evidence of significant experience of planning and housing policy management, including previous experience of Local Plan Examinations Evidence of significant experience of managerial supervision of teams Previous experience of advising Councillors regarding complex planning and legislative matters	Experience of related Development Management issues	App Form, Interview
Job Related Skills, Knowledge & Abilities	Sound Knowledge of the Planning and Housing legislative framework and Local Plan regulations Sound knowledge of planning law and legislation	N/A	App Form, Interview
Personal Attributes Including Interpersonal & Communication Skills	Can demonstrate excellent management and team leadership skills Displays excellent communication, negotiation and conflict management skills	N/A	App Form, Interview

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	Is adept with financial management, including the ability to manage budgets and instruct/manage consultants, Can demonstrate workload management and prioritisation skills Can demonstrate excellent performance management and seek the same from their team Has a high focus upon customer service experience Displays good coaching and mentoring skills		
Special Requirements/Other	Current full UK driving licence	N/A	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:	<i>M Cassidy</i>	Print name:	M Cassidy	Date:	16/04/25