




uncover **your** potential

ourTeam

Planning Environment Manager

Job Pack

Contents

Job Description
Person Specification
Corporate Values and Behaviours
Conditions of Service
Benefits






EMPLOYER RECOGNITION SCHEME BRONZE AWARD
Essex Family Friendly Employer
disability confident EMPLOYER
MINDFUL EMPLOYER
Essex Working Well Accreditation Level 3
Fostering Friendly The Fostering Network
Chelmsford City Council

Job Description

Job Title Planning Environment Manager

Directorate Planning & Place-Shaping, Sustainable Communities

Grade 11

Reporting To Planning Services Manager (Development Management)

Responsible for Natural Environment Officers, Natural Environment Support Officer, Planning Investigators, Planning Officers.

1. Main Purpose of the Job

To lead and manage a team of professional and technical staff, ensuring the efficient and consistent service standards and decisions on the expediency of and most effective mechanism of planning enforcement action, the determination of planning applications, appeals, pre-application advice and planning enquiries. To oversee performance, resources and workloads, delivering high-quality decisions, excellent customer service, corporate objectives and the Council's planning priorities whilst ensuring compliance with legislative and policy requirements.

2. Duties and Responsibilities

2.1 Lead the management, determination and quality assurance of planning enforcement cases, planning applications, pre-application enquiries, appeals, tree preservation orders, and related casework.

2.2 Lead, manage and inspire staff within the Planning Environment Team and work to develop and maintain a high-performing professional planning team.

2.3 Manage, mentor, support and develop staff within the team, regularly assessing their individual competency, performance and training needs.

2.4 Exercise delegated authority in signing off reports and other work, ensuring decisions are taken in accordance with Council planning policies, national policy, and sound planning practice.

2.5 Lead and promote a positive, proactive and solutions-focused approach to Development Management, identifying innovative and creative opportunities to support the delivery of the Council's corporate objectives whilst ensuring compliance with planning legislation, policy and sound planning principles.

2.6 Ensure that the Council's statutory responsibilities are met in accordance with current planning legislation and regulations, Council policy and sound planning principles.

2.7 Scope, commission and oversee technical consultancy and other specialist work in support of the determination of planning enforcement cases, planning applications, planning appeals and related development management functions.

2.8 Respond to enquiries from the public, Members, other Council Services, other public bodies, the development industry and professional agents concerning development management matters and related work.

2.9 Provide planning advice on changes in national planning policy, planning legislation, planning practice guidance and development management matters.

2.10 Build and promote effective working arrangements with other Council services, Members, partner organisations, developers, architects, agents and other stakeholder organisations.

2.11 Maintain up-to-date relevant knowledge of current planning legislation, planning policies and standards, development management procedures, planning appeal processes and emerging planning issues.

2.12 Prepare reports, documents and other material making recommendations for consideration by Council Committees, Planning Committee, Public Inquiries, Hearings, legal action and other corporate meetings.

2.13 Attend and present at meetings of Planning Committee and other Council Committees as required.

2.14 Seek opportunities for, initiate and champion Development Management Service improvement initiatives.

2.15 Develop a customer focussed service that is flexible and responsive, making best use of resources to deliver a cost-effective high performing planning team.

2.16 Monitor, review and regularly update the Development Management Enforcement Plan and present to Members for approval.

2.17 Deputise for the Planning Services Manager (Development Management) as required.

2.18 To instigate and manage legal proceedings including injunctions and the engagement of Counsel as necessary where breaches of planning control have not been rectified through the service of enforcement notices. To instruct prosecutions and carry out formal interviews under caution (PACE).

2.19 Represent the Council at Public Inquiries, Hearings, and other appeal proceedings in relation to planning appeal casework, legal proceedings and other development management matters as well as, where relevant, Local Plan Examinations.

2.20 Such other duties commensurate with the level of responsibility and accountability attached to this post as may be determined by the Assistant Director – Planning and Place Shaping and /or Planning Services Manager (Development Management) and/or the Planning Services Manager (Spatial Planning).

3. Work Location

You will normally be based at the Coval Lane Offices, Civic Centre, but you may be required to work from any other location within the Borough should circumstances make it necessary.

4. General Conditions

A. This Job Description is subject to your conditions of Employment, which, in the event of conflict, shall take precedence. The post holder will carry out the duties specified above and such other duties as may be required from time to time. The Job Description may be reviewed and amended in the light of any changes that are made.

B. It may be necessary, from time to time, for you to work hours in excess of, or differing from, your normal working hours.

C. It may be necessary for you to be trained in, and use, new technology as it is introduced into the Council's activities.

D. It is a condition of employment that you may be required to assist in the organisation and running of elections or referenda that take place in the City, relating to Parish Councils, the City Council, the County Council, Parliament, or other similar bodies. You will normally only be required to carry out election and referenda duties when there are insufficient experienced volunteers from within the Council's service who are available for and able to carry out such duties.

E. You will carry out your responsibilities with due regard to the Council's Equality, Diversity and Inclusion Policy.

F. You will be aware and undertake training as required in line with your responsibilities set out in the Council's Safeguarding children and vulnerable adults policy.

G. All staff have a responsibility for data security in accordance with Data Protection regulations. You are required to ensure that you adhere to Council Policies and Procedures regarding data security. Whilst working at the Council, you may gain knowledge of confidential matters about members of the public and staff. Such information must be considered strictly confidential and must not be discussed or disclosed in an unauthorised manner. Service Managers and designated Information

Asset Owners must be aware of their responsibilities, internal procedures and training requirements as directed by the Information Governance team.

Person Specification

Education/Qualifications	**ESSENTIAL**	**DESIRABLE**
Completion of secondary education with a high standard of literacy and numeracy	E	-
Possession of a relevant degree or equivalent qualification in Town Planning or a related discipline	E	-
Membership of, or eligibility to be a Member of, the Royal Town Planning Institute	E	-
Full driving licence	E	-
Knowledge		
Comprehensive and up-to-date knowledge of current Town Planning legislation (including planning enforcement legislation, biodiversity net gain legislation and protected tree legislation) policy, guidance and practice	E	-
Detailed knowledge and understanding of planning policies and issues at a national, regional and local level	E	-
Thorough working knowledge of Local Government	E	-
Knowledge of specialist software used to deal with planning applications, GIS, document management systems and Microsoft Office	E	-
Knowledge of planning reform, local government reorganisation and devolution	E	-
Experience		
Experience in dealing with complex planning matters	E	-
Experience of preparing complex, detailed written reports, appeal statements and proofs of evidence	E	-
Experience of giving evidence at Public Inquiries and court proceedings	E	-
Experience of managing and developing staff	E	-

Experience in advising elected Members, senior manager and stakeholder organisations on complex planning matters.	E	-
Personal Qualities and Attributes		
Candidates will be expected to demonstrate the following qualities and attributes in relation to the job:		
The ability to lead, develop, motivate and inspire a team of professional officers to achieve high performance, and effective outcomes	E	-
Proven ability to influence, persuade and negotiate with a range of people in a tactful manner to achieve a required outcome	E	-
The ability to present complex information in clear and well written reports	E	-
Confident public speaking skills and the ability to present to a diverse audience	E	-
An orderly approach to work with the ability to prioritise and manage workloads	E	-
The ability to analyse, interpret and evaluate detailed information and identify issues and draw conclusions	E	-
Sound judgement and decision making in relation to a range of complex issues	E	-
Ability to work on own initiative and also to work with others in a team environment	E	-
Proficient in the use of the Council's computer systems	E	-
The ability to work under pressure and to meet deadlines	E	-
Ability to communicate clearly, confidently and tactfully with a range of people	E	-
A firm commitment to the principles of equality and diversity in all aspects of the service's work	E	-
Circumstances		
Occasional evening and out of hours working is required	E	-

Corporate Values and Behaviours

Within Chelmsford City Council we have values that are at the core of how we behave. They form part of our induction and probation processes and underpin our 1-1 conversations. Each value is listed below with behaviours.

Accountability - We take responsibility and ownership for our own actions, behaviours and performance

- We take responsibility to follow things through to completion
- We actively recognise what is working and what is not and are open about mistakes
- We positively contribute to the team and organisation and seek solutions to problems
- We recognise and positively challenge inappropriate behaviour

Creativity - We are flexible in our approach; we focus on solutions

- We adapt our approach keeping the best outcome for all in mind
- We encourage people to try out new approaches and ideas
- We learn from others to find solutions and to improve performance
- We encourage and support people to take measured risks

Learning and Encouraging - We recognise our success; we provide support to further our skills and experience

- We support and encourage each other to be our best
- We recognise and appreciate the contribution that everyone makes
- We take responsibility for finding opportunities to learn for ourselves and develop
- We support others to develop and learn

Collaborative - We build relationships; we achieve more together

- We talk with others to understand their perspective
- We find opportunities to get involved
- We involve other people early in our thinking to keep them informed
- We ask other people to get involved in what we're doing to build strong working relationships
- We seek ideas from inside and outside of our team to achieve more impact

Trust - We will be open and honest and do what we say

- We are open and honest
- We do the right thing and face up to difficult situations in a sensitive way
- We do what we say we will
- We demonstrate integrity by being fair and balanced in our approach
- We commit to the team agenda rather than personal priorities
- We treat each other as we would expect to be treated

Conditions of Service

The following is an outline of the main terms and conditions of service attached to the post. More detailed information can be provided on request or discussed at the interview stage.

Salary – Grade 11 Scale Point 41 (currently £60,327 per annum) rising to Scale Point 44 (currently £66,258 per annum).

Please note, if stated on your application form that you wish to apply for the role on a part time or job share basis, The salary stated above will be pro rata'd to the contracted hours offered.

Hours – Full time; 37 hours per week

The normal working week for office staff is 37 hours. Normal office hours are worked between 8.45 a.m. and 4.45 p.m. on Monday - Friday.

Hybrid Working – We will be supportive of employees adopting a hybrid working pattern where this suits the role and the needs of the organisation. This means that in agreement with your manager you will have some flexibility over when and where you work. You will be expected to attend a Council work location for part of your working hours, but you can also work at home and other suitable locations as long as the needs of our customers and the service are met. Any work location must be assessed as suitable and the relevant workstation assessments undertaken. Please note that your contractual work location will be a Council office/site and you are able to work from this site for your full hours if you wish to do so.

Annual Leave – The Council operates a standard holiday year from April to March. The entitlement for annual leave for this position is 266.4 hours (36 days) and rising to 303.4 hours (41 days) after 5 years continuous service. This also includes a standard 8 Bank Holidays (59.2 hours), although this may vary depending on the number of Bank Holidays that fall in a particular leave year.

Your annual leave entitlement as above will be calculated on a pro-rata basis dependent on the number of hours you work. The number of equivalent days may also vary based on your working pattern.

Sickness - The provisions of the national Scheme of Conditions of Service apply which provides for up to 6 months full pay and 6 months half pay after 5 years continuous local government service.

Pension - You will be entitled to join the Local Government Pension Scheme. Further details can be provided on request.

Notice Period - The period of notice is 3 months.

Probationary Period - The appointment is subject to a three month probationary period.

Political Restriction – This post is politically restricted and the postholder will be subject to statutory requirements which generally prohibit them from being a Member of another Local Authority and restrict political activities whilst an incumbent of this post.

Criminal Records – The Council is an Equal Opportunities employer and as such the disclosure of a criminal record, or other information, will not necessarily exclude you from consideration for appointment. Any such information will be considered in relation to the tasks and responsibilities required of the postholder and the circumstances and environment in which the role would require you to work.

Failure to declare a conviction, caution, reprimand or final warning may, however, disqualify you from appointment, or result in dismissal if the discrepancy comes to light. A copy of our Policy for Employment of persons with criminal convictions can be viewed by clicking here.

Safeguarding – Chelmsford City Council is committed to promoting the welfare and protection of children, young people and vulnerable adults. Even if your job does not involve working directly with children, young people or vulnerable adults you would be expected to keep your eyes and ears open, as the responsibility of spotting abuse and ensuring the safety of those most vulnerable falls on us all. As part of this commitment the Council ensures that all jobs are reviewed and applicants successful at interview undergo a DBS check where necessary.

Employees who breach the Council's safeguarding policy or fail to follow safeguarding procedures will face investigation and possible disciplinary action, which could lead to dismissal and a criminal investigation.

Equal Opportunities – The Council is fully committed to the elimination of unlawful and unfair discrimination and values the differences that a diverse workforce brings to the organisation. The Council aims to create a work environment where everyone is treated with dignity and respect.

Benefits

Employee Healthcare Cashplan: The Council pays for a healthcare Cashplan for all Permanent members of staff who have successfully passed their probationary period.

Professional Fees: The Council will pay the annual subscription to one professional body if this is a requirement of the post.

Employee Assistance Programme: Available for all employees, this is a free confidential service provided by the Council offering expert advice, invaluable information, specialist counselling and support.

Shared Cost Additional Voluntary Contribution (SCAVC) – Members of the Local Government Pension Scheme (see pension section above) are able to make additional pension contributions through a salary sacrifice SCAVC provided by AVC Wise to build up an additional retirement fund.

Credit Union – Provided by TransaveUK and subject to eligibility, employees will be able to save each month direct from net pay and have access to an instant loan up to £3,000. Personal loans up to £20,000 are also available once you have been saving regularly.

Purchase of Additional Annual Leave – Subject to eligibility, employees can purchase up to 2 additional weeks annual leave per year.

Season Ticket Scheme - Subject to eligibility, staff can apply for a loan to purchase season tickets for travel to work by train or bus. You will be given a cheque for the full amount of the ticket and the loan will be repaid over a period of 12 months by means of monthly deductions from your salary. Further terms and conditions apply, these can be provided on request.

Staff Travel Plan - The Council's Staff Travel Plan contains a package of measures to reduce the use of private cars. It aims to promote walking, cycling, using public transport and car sharing. The Staff Travel Plan includes discounts such as 20% off season tickets. In addition, there are shower and changing facilities, secure bike parking and parking spaces for car sharing. Regular Staff Travel promotions and events are held throughout the year.

Cycle2Work Scheme: Subject to eligibility, staff can apply for a loan to purchase a bike or cycling equipment for travelling to work. An advance will be made via cheque (up to the value of £1000) and the loan will be repaid over a period of 12 months by means of monthly deductions from your salary, which can save you up to 42%. Further terms and conditions apply, these can be provided on request.

Staff Discounts: Employees benefit from various discounts to many businesses in Chelmsford along with access an employee benefits portal provided by Kaarp Benefits.Kaarp Benefits provides access to exclusive offers and discounts with discounted theme park entry and days out. Plus savings of large of shopping gift cards, gifts and flowers and fantastic deals on holidays, hotels and airport parking.

Subsidised Car Parking: Available for new employees, parking currently offered at Meadows Retail Multi-Storey.