Job Description

Job Title	Planning Policy Team Leader		
Department	Planning and Development		
Location	Whitfield Office		
Responsible to	Planning Policy and Projects Manager		
Grade	E	**Politically Restricted Post**	Yes ☐ No ☐
Contract Type i.e. Fixed Term Contract/Permanent	Permanent		

JOB PURPOSE

Working as part of the Planning and Development Service to contribute to delivering a high-quality planning policy service, managing and delivering the production of planning policy documents and guidance. To lead a team of senior and other professional planning officers and technical staff to deliver a sound and robust suite of planning policy documents to provide the framework for, guide and facilitate development across the district. Support the Planning Policy and Projects Manager and contribute to the wider management of the service, including at Council and other public meetings.

PRINCIPAL ACCOUNTABILITIES

1. Lead and manage professional planning officers and support staff within the team to deliver a suite of planning policy documents, including preparation of the necessary evidence base and other strategies, ensuring compliance with the up-to-date legislation, policy, guidance and case law as appropriate.
2. Lead on the updating and delivery of the Infrastructure Delivery Plan, related evidence and strategies, working closely with other departments in the Council and external stakeholders.
3. Lead on liaison with the Town and Parish Councils (and other relevant bodies) to support the production and delivery of Neighbourhood Plans.
4. Lead the work of the Planning and S016 Monitoring Officer in terms of monitoring of S106 agreements, including the receipt of and spending of funds, production of the Infrastructure Funding Statement and ensure that developer contributions are secured that support the delivery of the IDP.
5. Assist, and when applicable, deputise for the Planning Policy and Projects Manager and attend and lead planning officers at committee/examination and external meetings.

6. Manage work planning and resources to ensure resources are allocated efficiently and effectively within the team.
7. Lead on the teams provision of policy advice responding to planning applications to ensure correct interpretation of policies and assist with the delivery of an effective and consistent application of local policy in development management decisions.
8. To assist in the implementation and delivery of the adopted Development Plan, including leading on the delivery of the Authority Monitoring Report and related monitoring, surveys and data collection.
9. Ensuring the Planning Policy function assists in the realisation of the Council's Corporate Plan objectives, particularly through developing the necessary planning policy documentation that balance the economic, social and environmental needs of the district, and supporting the delivery of corporate strategies and projects.
10. Cultivate and shape a customer and stakeholder focused, problem solving team ethic, working positively with Senior Officers of the Council, external partners, developers and their agents.
11. Give professional advice, information and guidance on all relevant matters to the planning policy, including process and procedures and represent the Council appropriately in these matters.
12. Work closely with Members, keeping them engaged/informed as required on planning policy projects and other related matters of relevance to their interests as local ward member and/or portfolio holder.
13. Lead the personal development of team members by providing management, guidance and assistance as necessary and identify their training and development needs to ensure they have the skills needed to achieve agreed service related and corporate objectives.
14. Contribute towards the continuous improvement in the use of IT and the exploration of measures to help the department work more efficiently and productively.
15. Identify needs for and lead on the appointment of consultants as required to help facilitate service delivery, overseeing and directing their work and monitoring and reviewing their performance.
16. Prepare materials for and represent the Council at internal and external meetings regarding planning policy, including appearing as an expert witness for the Council at examinations in public and other planning appeals, public inquiries and court hearings, as required.
17. Monitor and analyse any changes in government policy relevant to the role, including reviewing and preparing responses to government and other consultations on behalf of the Council.
18. Review ongoing processes and procedures to ensure they are compliant with legislation and good practice.
19. Prepare responses to public complaints arising from any aspect of service delivery carried out by the team.

MANAGEMENT/TEAM LEADER RESPONSIBILITIES

1. Comply with and implement the Council's Equality and Health & Safety policies and associated responsibilities.

2. Responsible for staff management including;
    - Motivation
    - Training
    - Recruitment & selection
    - Performance & competency assessment
    - Capability management

FOR ALL ROLES

We are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults across our communities. As a local authority, we expect all employees to uphold our safeguarding responsibilities in line with statutory guidance and council policies.

To undertake any other similar and reasonable duties commensurate with the grade and responsibilities of the post that may be required by the Council.

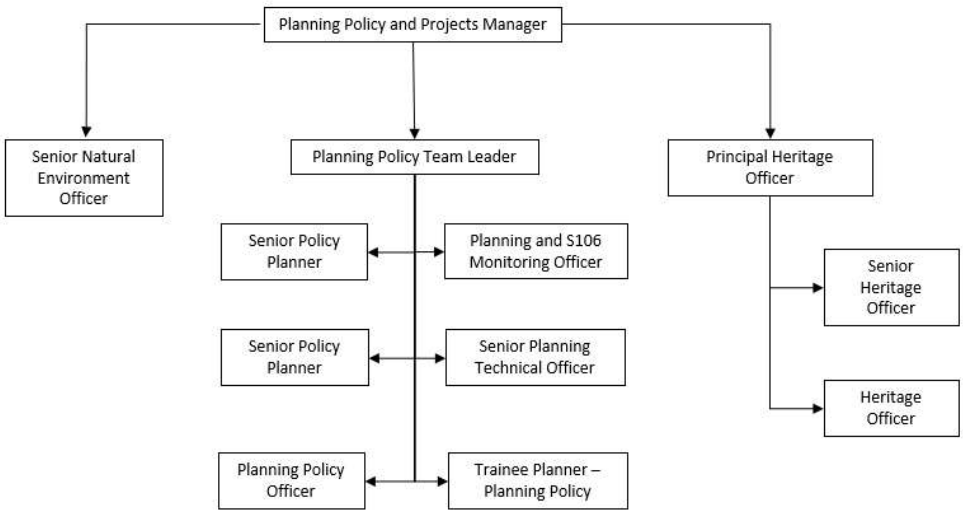
REQUIRED ATTRIBUTES	
Knowledge	• Working knowledge of town and country planning legislation (essential) • Knowledge of local government procedures (essential)
Skills	• Strong communication skills, both written and verbal (essential)
Experience	• Substantial and coherent experience of preparing planning policy documents from scoping to adoption (essential) • Experience in a relevant management/mentoring position (essential) • Strong interpersonal, coaching and communication skills to drive delivery from the team and the wider department (essential) • Leadership skills to ensure all aspects of the team are delivered efficiently and effectively (essential) • Ability to communicate often difficult decisions to members of the public in a sensitive and professional manner (essential) • Ability to manage own time and workload and manage complex projects with competing priorities (essential)
Qualifications	• A planning related qualification (essential). • Membership of (or eligibility for) a relevant professional body (essential). • Relevant management or technical qualification (desirable). • Full driving licence and access to vehicle (essential)
JOB DIMENSIONS	
Annual budgetary amounts	N/A
Number of staff reporting to the job holder - Specify direct and indirect reports	6 Direct Reports
Any other relevant statistics	

NATURE OF CONTACTS	
Internal	The post holder will advise and support on service delivery issues/initiatives which will include regular contact with: • All staff across the Council/Staff in all departments at different levels • Heads of Service and Corporate Management Team level • Leader of the Council and Cabinet • Chairman of the Council • All Political Group Leaders • All DDC Councillors • Internal Auditors
External	The post holder will advise and support on service delivery issues/initiatives which will include regular contact with: • Members of the Public • Developers/agents in respect of Planning and Development and associated Committees • Local and National Campaign Groups • Kent County Councillors • Kent County Council Officers • Town/Parish Councillors • Town/Parish clerks and Chief Executive Officers • Government Departments

WORKING ENVIRONMENT CONTEXT

N/A

ORGANISATION CHART



CHECKS AND DRIVING LICENCE REQUIREMNTS			
DBS Required	Basic Yes ☐ No ☒ Standard Yes ☐ No ☒ Enhanced Yes ☐ No ☒		
BPSS Check	Yes ☐ No ☒	**Role involve HAVs working?**	Yes ☐ No ☒
Driving Own Vehicle for Work	Yes ☒ No ☐	**Will require business insurance** Yes ☒ No ☐	
Driving Council Vehicle for Work	Yes ☐ No ☒	**Required to hold an Automatic license** Yes ☐ No ☐ **Required to hold a Manual license** Yes ☐ No ☐ **Passed prior to 01/01/1997** Yes ☐ No ☐ **Passed after 01/01/1997** Yes ☐ No ☐ **Required to drive with a trailer** Yes ☐ No ☐	

JOB DESCRIPTION SIGN-OFF	
Completed by	Carly Pettit
Review/Agreed by	Ashley Taylor
Dimension Reviewed/Agreed by	
Job Holder/Agreed by	