Recruitment Information Pack

Interim Head of Development

Job Closing midnight, Sunday 15th November 2026

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Job Advert

Interim Head of Development

Job Title:	**Interim Head of Development**
Team / Department:	**Development**
Location:	Elizabeth House, Stratford-upon-Avon and Remote Working
Employment Status:	**Fixed Term Contract (6 months)**
Hours per week:	**37**
Working Arrangements:	**Hybrid Working**
Salary:	**Head of Service (JNC) Grade – £76,749 - £84,696pa**

About Us:

Based in the heart of Warwickshire, the beautiful district of Stratford-on-Avon is, without doubt, one of the most scenic and historical regions in the UK. Stratford-on-Avon District Council's headquarters are located in the heart of William Shakespeare's hometown. In the District, you will find thriving market towns, home to over 146,000 residents and a tourist destination for millions of visitors each year, from across the globe. We are proud to provide public services to residents, businesses and visitors across this magnificent region, making it a great place to live, work and visit.

At the Council, our people are our superpower and by choosing to bring your talents to our organisation, you will be joining a great team where everyone feels that they truly belong, full of dedicated people all working with passion and purpose, across a dynamic portfolio of work providing high-quality services.

Benefits:

As part of our team, you will enjoy a comprehensive benefits package, including:

Flexibility:

- A minimum of 32 days of annual leave, plus Bank Holidays (pro-rata for part time posts)
- Hybrid working arrangements with the flexibility to work from home for up to 40% of your hours (dependent upon the role)
- Flexi-time scheme for a better work-life balance.

Lifestyle:

- Health Cash Plan Scheme for medical and dental expenses.
- Eye test voucher scheme
- Everyone Active Gym Membership discount

Professional Development:

- Training and Development opportunities.
- Payment of one professional subscription fee

Financial Planning:

- Access to the Local Government Pension Scheme to secure your future.
- Access to free Will writing services.
- Employee Assistance Programme
- Salary Sacrifice schemes e.g. Cycle to Work etc.
- Free town centre parking

What to Expect in the Role:

Stratford on Avon District Council (SDC) is seeking an experienced Interim Head of Development to lead our Planning teams.

SDC is currently in the advanced stages of the preparation of the South Warwickshire Local Plan. The Regulation 19 Consultation has recently concluded, and it is our intention to submit the plan by the end of 2026 with a view to examination during 2027. Our permanent Head of Development has been seconded to lead this important project.

Following an appeal decision at the end of 2025 SDC is currently unable to demonstrate a 5-year Housing Land Supply; we are actively seeking to restore this, in time for the adoption of the South Warwickshire Local Plan.

The Interim Head of Development will report directly to the Deputy Chief Executive and will be a part of the Council's Senior Management Team. The role you will be responsible for leading the Council's Development Management and Planning Policy Service along with Building Control, Heritage and Conservation, Planning Enforcement, s106 and Economic Development.

Reinstating the 5-year housing land supply is a significant challenge which will require a highly positive Planning Culture along with securing timely co-operation from the Statutory Consultees and gaining the confidence of the Planning Committee.

Stratford District has a strong housing market and we have a good track record for delivering housing units so we are confident that our 5-year supply can be restored but to achieve this we will need to initiate a step change in both the speed and the quantum of the Planning Decisions that we issue.

We are seeking someone with proven leadership skills, who can energise this process and drive us on to achieve this goal.

If you can demonstrate that you have the skills to rise to this challenge, we would be keen to have you on our team.

Key Accountabilities and Responsibilities (Please see Job Description and Person Specification for more details):

- Lead the drive to restore the Council's five-year housing land supply, fostering a positive planning culture, building confidence with the Planning Committee, and securing effective collaboration from key statutory consultees.
- Accelerate housing delivery in a strong local market, capitalising on the District's proven track record by bringing energy, leadership and momentum to achieve and maintain a robust five-year housing supply.
- Champion a positive, high-performing culture by fostering trust, collaboration, inclusivity, continuous improvement and a strong customer focus across the Council.

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- Provide strategic leadership by promoting the Council's vision, values and priorities, contributing to corporate strategy, and leading cross-cutting projects and initiatives.
- Build strong relationships and communication channels with Members, Portfolio Holders, managers, staff, partners and external organisations to support effective decision-making and service delivery.
- Drive service excellence and performance through innovation, process improvement, accountability, performance monitoring and swift resolution of customer and corporate complaints.
- Lead and develop teams by managing performance, workforce planning, succession planning, staff development, coaching, recruitment and employee relations.
- Ensure sound governance and compliance, including financial management, risk management, health and safety, data protection, freedom of information and adherence to Council policies and statutory requirements.
- Manage budgets and resources effectively, delivering value for money, identifying efficiencies and income opportunities, and ensuring expenditure remains within approved budgets and governance frameworks.
- Support organisational resilience and corporate responsibilities through emergency planning, business continuity, partnership working, political neutrality and the implementation of Council and Cabinet decisions.

What You'll Need (Please see Job Description and Person Specification for more details):

- Strategic leadership and stakeholder influence – Ability to lead the restoration of the Council's five-year housing land supply by creating a positive planning culture, building strong relationships with Planning Committee Members, and securing effective collaboration from statutory consultees.
- Housing delivery expertise and change management – Strong understanding of housing land supply and development delivery, combined with the leadership, drive and resilience to accelerate housing growth, maintain momentum, and achieve ambitious housing supply targets.
- People Management experience or experience of managing and motivating a team during periods of change.
- Proven senior leadership experience, with a strong track record of delivering significant service improvements and organisational change.
- Strategic and policy expertise, leading the development and successful implementation of key strategies and policies within relevant service areas.
- Exceptional stakeholder management skills, building productive relationships with colleagues, partners and customers while providing credible, expert advice on current and emerging challenges.
- Commercially aware and financially astute, with experience managing budgets, driving value for money and applying professional expertise to achieve service objectives

This post is offered as a secondment opportunity for internal staff, allowing employees to return to their original post at the end of the secondment period. All parties must agree to the secondment, so please ensure that your Line Manager is supportive before applying. Full agreement from all parties must be confirmed in writing for the secondment to proceed, therefore candidates must have written agreement from their Manager before making an application. This written agreement must be submitted with the application form.

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Right To Work
Applicants must have existing Right to Work in the UK, as visa sponsorship is not available for this position

Use of Artificial Intelligence (AI) e.g. ChatGPT, Copilot, Gemini etc.
Artificial Intelligence could be a useful tool to support your application. However, all examples and statements provided must be truthful, factually accurate and taken directly from your experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by AI, as your own) applications may be withdrawn and internal applicants may be subject to disciplinary action.

Interview Format
All interviews for this position will be held face to face, as we believe this offers the best experience for candidates and panel members.

For an informal chat about the role, please contact **Tony Perks**, **Deputy Chief Executive** on **01789 267575** or **Tony.Perks@stratford-dc.gov.uk**

Applications will close at **midnight** on **Sunday, 15th November 2026**
Interviews will be held **Thursday, 26th November 2026**

To apply, please visit our website: Stratford-on-Avon District Council - Current Vacancies or email hr@stratford-dc.gov.uk

The Council is committed to equality of opportunity and aims to create a welcoming, inclusive workplace where we are all able to bring our whole selves to work and perform at our best.

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Job Description

Stratford-on-Avon District Council

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions, e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title	**Interim Head of Development Services**		
Salary Grade	Head of Service Grade	**JE ID**	JU0000073
Contract Length	Temporary / FTC for 6 months		
Hours	37 hours per week		
Department	Development		
Section	Head of Service		
Location	Elizabeth House, Church Street, Stratford on Avon, CV37 6HX		
Responsible to	Deputy Chief Executive		
Responsible for	TBC		

Role Purpose

To be responsible and accountable for the leadership, management and performance of a key Councils services and, as a member of the Council's Management Team, to work with Elected Members to ensure the Council's Vision, Approach and Policies are made a reality.

In conjunction with the Chief Executives and Deputy Chief Executives, Cabinet and Members, develop and implement the vision, policies, priorities and values of the Councils.

Provide sound and effective arrangements in the corporate governance of the organisation, according to the Council's Constitution including the Scheme of Delegation.

Principal Duties and Responsibilities

- Lead the drive to restore the Council's five-year housing land supply, fostering a positive planning culture, building confidence with the Planning Committee, and securing effective collaboration from key statutory consultees.
- Accelerate housing delivery in a strong local market, capitalising on the District's proven track record by bringing energy, leadership and momentum to achieve and maintain a robust five-year housing supply.

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- Exercise positive communication skills at all levels to promote the Council's vision, ambitions and aims to create a supportive, positive and motivational climate;
- Establish strong, effective working relationships with all management colleagues, staff and Members in a climate of trust and mutual respect;
- Ensure knowledge and awareness of the national and regional agenda is sufficiently widespread within the Councils (Officers and Members) as well as for local partnerships and the Community Plans.
- Brief and meet expectations of Portfolio Holders and Members in relation to operational queries;
- Ensure effective communication throughout the Councils.
- Have a detailed knowledge of the corporate agenda (including values) and how it relates to the service and to promote this to your teams;
- Lead and participate in corporate projects and tasks, as appropriate;
- Ensure a corporate approach to service and financial planning;
- Meet requirements for forward planning and corporate governance, especially in relation to activities such as strategic and operational risk management and financial management;
- Satisfy all statutory requirements for key corporate activities including health and safety; freedom of information and data protection;
- With the Chief Executives, Deputy Chief Executives and other Heads of Service, provide strategic leadership to the Council through cross-cutting initiatives, development of new strategy areas and other corporate contributions;
- Have overall responsibility within the service for the drive to achieve a customer focused culture in the Councils achieving continuous improvement;
- Have a corporate responsibility for implementing and upholding decisions made by the Councils, The Cabinets and Management Team;
- Make an active contribution to an environment of trust and mutual respect within senior management;
- Represent the Councils on partnerships and external bodies, as required by statute or the Council;
- Assist in ensuring effective arrangements are in place for emergency planning and business continuity to ensure effective communication throughout the Councils.
- Be responsible and accountable for the performance of services for which you are responsible, providing leadership for staff in terms of the Council's desired culture, e.g. a 'can-do' approach, flexibility, team working and continuous improvement;
- Maintain a customer focus at all times ensuring awareness of customers' current and future expectations;
- Regularly review and improve service processes with a view to obtaining optimum effectiveness in services for which they are responsible;
- Lead the provision of their services, involving all team members, as appropriate, and taking decisions within the Scheme of Delegation/Council Constitution;
- Create a culture of entrepreneurship, continuous improvement, performance orientated learning, innovation and trust within the services for which you are responsible;
- Ensure sound arrangements for your services in relation to emergency planning and business continuity;
- Exercise sound managerial and professional competence in a range of areas, including financial, human resources, project and performance management, service planning, health and safety at work and environmental matters;
- Sourcing services to optimise best value for money;

- Consistently, with other Heads of Service, apply and implement corporate policies and procedures;
- Undertake workforce planning and development so as to ensure effective staff personal development and succession planning;
- Have ultimate responsibility for implementing the Council's agreed employment procedures in the service, including employee relations matters, absence management, appraisal, coaching and mentoring, training and development and reward;
- Lead, promote and share good practice across the Councils;
- Monitor and manage performance within the service, (including trend analysis), taking corrective action and intervention as necessary;
- Be accountable for resolving corporate and customer complaints in the service, taking corrective action and giving feedback;
- Maintain an overview and link between Service Plans and the Cabinet Forward Plan.
- Be an integral part of the Council's Corporate Emergency Planning arrangements, including being on the Designated Duty Officer rota;
- Undertake other roles and responsibilities as specified by the Chief Executives or Deputy Chief Executives.
- Ensure compliance with the restrictions placed upon the postholder in relation to the post being politically restricted.

Budgetary Responsibilities

- To ensure that your designated team operate within the Council's Constitution and Contract Standing Orders.
- To monitor expenditure and income against agreed revenue and capital budgets for the service and identify corrective action as required. Meet efficiency targets through service and process redesign and identify opportunities to increase income streams and reduce expenditure.
- To identify opportunities for reducing expenditure via different ways of service delivery and provision.

Management Responsibilities

- To manage all staff within the designated teams effectively and efficiently.
- To be accountable for developing and supporting direct reports ensuring objectives and targets are delivered, ensuring staff comply with professional working practices and standards.
- To be responsible and accountable for the performance of the services providing leadership for staff, championing a 'can-do' approach, flexibility, team working and continuous improvement.
- To undertake performance measurement and management; recruiting, motivating, developing and managing staff; ensuring cross team working and maximising effectiveness and use of skills and resources and eliminating silo working.

Corporate Responsibilities

- To be aware of your responsibilities in terms of health and safety, including identifying at your appraisal, appropriate health and safety training.
- To act positively to create a welcoming, inclusive workplace where all staff are able to bring their whole selves to work and perform at their best. Trust, integrity, approachability and adaptability will be encouraged and valued.

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- This is a politically restricted specified post as defined by the Local Government and Housing Act 1989 and the Local Democracy, Economic Development and Construction Act 2009.
- This post is considered to be 'public facing' in accordance with the Immigration Act 2016 (part 7). Therefore, postholders are required to speak fluent English or have a command of spoken English that is sufficient to enable the effective performance of the role.

Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have to enable them to perform the role.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D) as shown in the final column.

Essential Criteria

1	A track record of delivering appreciable service improvements in a senior management role.	A, I
2	Significant experience, in a lead role, in the development and successful implementation of key strategy and policy in relevant functional areas.	A, I
3	Demonstrable experience and skills in building positive and productive relationships, with colleagues, partners and customers.	A, I
4	Experience and knowledge relevant to at least one professional area within the service area.	A, I
5	Able to explain current and future issues affecting the service area and an ability to provide authoritative and credible advice to stakeholders.	A, I
6	Evidence of sound financial management skills and commercial awareness.	A, I

Right To Work

Applicants must have existing Right to Work in the UK, as visa sponsorship is not available for this position.

Use if Artificial Intelligence (AI) e.g. ChatGPT, Copilot, Gemini etc.

Artificial Intelligence may be a helpful resource when preparing your application, but all examples and statements you include must be honest, accurate, and based solely on your real experiences. If any plagiarism is detected, such as using someone else's ideas or presenting AI-generated content as your personal experience, your application may be rejected.

Interview Format

All interviews for this position will be held face to face, as we believe this offers the best experience for candidates and panel members.

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Information for applicants

Stratford-on-Avon District Council

Employing Authority:	Stratford on Avon District Council		
Post Title:	Interim Head of Development	Post Ref:	PU2000161
Service Area:	Development	Team:	Development Services

Salary Range and Grade	£76,749 - £84,696	Head of Service Grade (JNC)
Contract Type	Secondment/Fixed Term for 6 months	
Business Mileage	Essential 55p per mile	
Interval / Method of payment	18th of the month by BAC's	
Main place of work	Elizabeth House, Stratford upon Avon	
Hours of work	37 hours per week The Council's standard hours are:- 8.45am to 5.15pm, Monday to Wednesday and 8.45am to 5.00 Thursday and Friday.	
Flexi Leave	The Council's flexi-time scheme applies.	
Notice Period	12 weeks	
Annual Leave Entitlement	25 working days, rising to 28 working days after five years' continuous service in Local Government. The leave year will begin the month you commence employment In addition, there are 8 public holidays which are Bank Holidays. On top of these days the Council grant three extra statutory days during the Christmas period.	
Probation Period	6 month probation period	
Pension Scheme	Local Government Pension Scheme	
Parking	Town Centre Car Parks	
Politically Restricted	Yes	
DBS Check	Not Required	
Subsidised Corporate Leisure Membership	Stratford Leisure Centre	
Participation in Salary Sacrifice Scheme	Halfords Cycle to Work	
People with Disabilities	People with disabilities will be guaranteed an interview, providing they meet the Essential criteria for the position, and that they declare their disability on	

	their application form. Under The Equality Act 2010, a person has a disability if: They have a physical or mental impairment. The impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.
No Smoking Policy	The Council operates a no-smoking policy throughout all Council premises. Hopefully, if you are a smoker, you will see that the Council is acting in the overall interest of all its employees' health and you will not be deterred from applying for any post which interests you.

Interview Arrangements

Interview Day and Date	Thursday, 26 November 2026
Interview Location	Elizabeth House, Church Street, Stratford upon Avon CV37 6HX
Closing Date for Completed Applications	Midnight, Sunday 15 November 2026

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Some of the benefits of working at Stratford-on-Avon District Council

Applicable to Employed Staff

Competitive salary

Flexi time*

Flexible Working
(including Homeworking*, Hybrid Working Environment - Minimum 40% of time in the office*, Agile Working*)

Work laptop, keyboard, mouse, additional screen and headset.

Work mobile phone*

Access to training & development

Opportunities for career progression

Full time working hours
37 per week
(8.45am – 5.15pm Mon – Wed, 8.45am – 5.00pm Thurs/Fri)

Free office town centre parking

Excellent office town centre location
- Easy to reach by road or rail

25 days annual leave basic entitlement, plus
- 5 years continuous service - 3 extra days
- After 10 years continuous service - 1 extra day
- After 15 years continuous service - 1 extra day
- After 20 years continuous service - 1 further extra day (total of 31 days with 20 years continuous service)
- 8 days Bank Holidays
- 3 extra statutory days during the Christmas period

Volunteering Opportunities (Paid Leave)
- Up to 37 hours linked to Career Development
- Up to 15 hours not linked to Career Development

Free BUPA Health Expenses Scheme and confidential EAP which includes a Health Line, Elderly Care Support line and telephone counselling

Automatic enrolment into the Local Government Pension Scheme
(Career Average Scheme)

Supportive sick pay scheme

A commitment to equality, diversity and inclusion

Enhanced Maternity and Paternity pay

Cycle to Work Scheme

Kaarp Benefits scheme

Everyone Active Gym Membership scheme

Professional subscription paid
(one essential subscription)

*Not applicable to all roles

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Elizabeth House, Church Street, Stratford-upon-Avon CV37 6HX