

JOB DESCRIPTION

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| Service: | Housing, Planning and Regeneration |
| Location: | NLBP or any other locations from which the Planning & Environmental Protection Service operates |
| Job Title: | Area Planning Manager |
| Grade: | SCP 207-208#209-210 |
| Reports to: | Planning Development Control Manager |

2. Context and Purpose of the Job

- 2.1** To lead and manage the Area planning unit of professional staff in order to provide an efficient, effective and customer focussed service which meets statutory, corporate and service requirements in the processing of planning applications and associated functions.
- 2.2** To contribute towards achieving the Council’s core themes, values, objectives and priorities. To ensure the delivery of responsive and high quality public services in accordance with the Council’s Constitution, Community Plan, Corporate Plan, Key Priority Plan, Planning and Environmental Protection Service Plan and other adopted plans, policies, Standing Orders, Codes of Practice, protocols, legislation and regulation.
- 2.3** To support and assist the Planning Development Control Manager and other senior managers in managing resources; to strategically develop the service and achieve efficient and effective service delivery. Deputise for other senior managers and Development Control Manager, as required.
- 2.4** To deliver effective planning services in an integrated and crosscutting manner in accordance with the aims, objectives and priorities of the Planning and Environmental Protection Service and Council, to agreed quality, performance standards and cost effectiveness. To provide high quality professional advice and direction on planning matters, principally relating to planning applications.
- 2.5** To contribute towards the achievement of high quality sustainable development.
- 2.6** As a member of the Planning Management Group (PMG) to be a significant contributor to service development, performance management and corporate management aims and objectives.

3. Accountable for:-

- 3.1** Managing the functions of the Area planning unit, in particular the processing of planning applications.
- 3.2** Leading for the Service on issues related to planning applications within one of the three geographical areas of the Borough .

- 3.3** Leading and managing the Area Planning unit's workload, staffing and other resources in a coordinated, effective and efficient manner.
- 3.4** Contributing, and where appropriate, leading on the development of procedures, systems, quality control and guidelines for the management of planning processes and corporate procedures.
- 3.5** Ensuring that the unit and service performance targets as set out in agreed work programmes, Key Priority Plan and Planning and Environmental Protection Service Plan are effectively monitored and consistently achieved with continuous improvement.
- 3.6** Prioritising and programming the work of the unit and regularly monitoring progress to ensure that performance is evaluated and improvements are taken forward.
- 3.7** Having a full understanding of the scheme of delegation and exercising decisions on planning matters fully in accordance with officers' delegated powers under the Constitution, as necessary in liaison with other senior management.
- 3.8** Delivering high quality customer services and contributing to the effective implementation of corporate and service customer care action plans and targets within a framework of best value.
- 3.9** Preparing and presenting high level complex reports and briefing papers to members the public and officers on issues relevant to the Service area.
- 3.10** Managing specific corporate or service level projects including corporate developments, appeals/inquiries; be the lead member of a project team involving other disciplines and working to project programme objectives, milestones and deadlines with identifiable and successful outcomes.
- 3.11** Attending and advising meetings of Council Committees, Cabinet and other formal and informal groups, and ensuring Members of the Council are able to make properly informed decisions on planning matters.
- 3.12** Ensuring effective communication of planning information to relevant services, stakeholders and the public, including staff within the unit and Council colleagues.
- 3.13** Developing successful and effective partnerships with Government departments, regional bodies, strategic organisations, local community groups and partners to ensure corporate, strategic and service delivery objectives are met.
- 3.14** Taking a major role in managing and leading on cross service corporate projects which facilitate corporate initiatives and objectives.
- 3.15** Contributing to the management and development of ICT systems and applications within the service and corporately. Ensuring fully integrated uses of GIS, applications software processing systems and on line web site access of planning services information and e-services.

- 3.16** Taking management responsibility for the procurement of appointment and monitoring of external consultants and agency staff. Preparing consultants briefs, contracts, evaluate tenders and monitor their performance in accordance with European (OJEU) and Council regulations and standards.
- 3.17** Ensuring appropriate risk management and audit processes are in place and regular risk assessment undertaken to minimise the Council's exposure to risk, legal challenges or financial loss.
- 3.18** Ensuring in a management capacity that at all times health and safety legislation and corporate standards/requirements are met; promoting health and safety in the work place and on site visits relating to work functions, through a proactive approach and contributing to the service and corporate health and safety requirements and audits.

4. Financial and Asset Responsibilities

- 4.1** Contribute to or manage the maximisation of planning contributions, obligations or related financial and community benefits to the Council. Negotiate complex planning issues and contributions to secure 'added value' from development.
- 4.2** Assist in the management of budgets, income, external grants, capital projects and bids and ensure appropriate monitoring and budget processes are adopted. Ensure value for money and best value asset management.
- 4.3** Authorisation of e-forms.

5. Staff Responsibilities

- 5.1** Manage and supervise the work and performance of staff within the unit and planning service to ensure corporate, service and individual staff targets/competencies are met.
- 5.2** Ensure effective quality control in decision-making, clearance of reports and correspondence produced by planning staff.
- 5.3** Take management responsibility for staff training, development and performance, including appraisals. Contribute to the service and individual staff training plans having due regard to career development objectives, diversity issues and equal opportunities. Contribute to the member training programme.

6. Promotion of Corporate Values

- 6.1** To ensure that customer care is maintained to the agreed standards according to the council's values
- 6.2** To ensure that a high level of confidentiality is maintained in all aspects of work.

To encourage and develop optimum performance from staff and underline the corporate approach to customer needs as reflected in the council's structure and style.

7. Flexibility

- 7.1** In order to deliver the service effectively, a degree of flexibility is required of the post holder to perform work not specifically referred to above. Such duties will fall within the scope of the post, at appropriate grade and on occasions involve working outside normal office hours, including attendance at Council, public and other meetings and work unsociable hours, including evenings and weekends, when required to assist the service.

8. The Council's Commitment To Equality

- 8.1** To deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. All staff are expected to promote equality in the work place and in the services the council delivers.

PERSON SPECIFICATION

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| Service: | Planning and Environmental Protection |
| Location: | NLBP or any other locations from which the Planning & Environmental Protection Service operates |
| Job Title: | Area Planning Manager |
| Grade: | Scp 207-208#209-210 |
| Post No.: | 2100, 2200, 2300 |
| Reports to: | Planning Development Control Manager |

| Post Requirements | Essential/ Desirable | Criteria | Assessed from: |
|---|---------------------------------|---|---------------------------|
| Experience relevant To post | E | Previous successful management experience in a development control section of a planning department. | A/I |
| | E | Experience of successful management of processing planning applications. | A/I |
| | E | Experience of successfully preparing and giving evidence at public inquiries. | A/I |
| | E | Experience of successful management of staff, resources, work programmes and performance. | A/I |
| | E | Successful experience of managing projects and procurement processes, including the use of external consultants and other advisers to the service, within agreed budgets. | A/I |
| Competencies and Special aptitudes | E | Ability to project manage and deliver successful project management outcomes and operate successfully within a risk management framework. | A/I/T |

| Post Requirements | Essential/ Desirable | Criteria | Assessed from: |
|-------------------|-------------------------|---|-------------------|
| | E | Ability to act on own initiative, make effective decisions and demonstrate leadership skills, being a corporate, strategic and team player. | A/I |
| | E | Ability to work under pressure, meet deadlines and produce a consistent, accurate and regular output of work to high standards. | A/I/T |
| | E | Excellent oral, written, communication and presentation skills and evidence of success in preparing clear and concise reports, briefs, correspondence, guidance notes and manuals to a high quality. | A/I/T |
| | E | Excellent negotiation skills and ability to achieve effective outcomes. | A/I |
| | E | Well-developed analytical and problem-solving skills, and ability to devise creative solutions to complex problems and issues. | A/I/T |
| | E | Highly competent at building and enhancing successful partnerships and working relationships with key stakeholders, government, statutory organisations and communities. | A/I |
| | E | Effective personnel management skills and ability to successfully lead, manage, motivate, empower and develop staff and multi-disciplinary teams of professional, technical or support staff and be an effective team player, ensuring work programmes are established, regularly monitored and effectively delivered to targets. | A/I |
| | E | The ability to successfully implement 'change management' and take forward the unit and service. | A/I |
| | E | Politically aware and sensitive to Member issues; and ability to apply in the management of staff. | A/I |
| | E | Ability to effectively monitor performance and draw up effective work programmes. | A/I |
| | E | Effective IT skills, particularly Microsoft Windows, word, Powerpoint, e-planning software, applications, data bases/spread sheets, use of on-line applications and websites, GIS and other geographical/ mapping systems. | A/I/T |

| Post Requirements | Essential/ Desirable | Criteria | Assessed from: |
|--|---|---|--|
| Knowledge relevant to job | E | Excellent knowledge of current planning legislation, guidance and issues relevant to the post specifically and the service generally. | A/I/T |
| | E | Detailed knowledge and understanding of London or metropolitan/regional and local government planning and development issues, policy trends and legal processes. | A/I/T |
| Education | E | Degree or Diploma in Planning | A |
| Training | E | Willingness to undertake training relevant to the post. | A/I |
| Special job requirements | E | Full Driving Licence. | A |
| | D | Personal Transport. | A |
| Genuine Occupational qualification relevant within the terms of the legislation | E | Membership of or eligible for Membership of Royal Town Planning Institute | A |
| Commitment to council's Aims and Values | E | Understanding of and commitment to Barnet's Equal Opportunities policy statement and successful demonstration of delivering diversity and equalities within the planning process and service delivery | A/I |
| | Key: E = Essential D = Desirable | | Key: A = Application Form I = Interview T = Test |

The information on this form will be the basis on which the applicants will be assessed for shortlisting purposes.