

<b>Job Title</b>	<b>Planning Policy (LDF) Manager</b>
Barnet Band and scale range	SCP 210 – 213 [subject to evaluation]
Reports to	Head of Strategy [Planning and Housing]
Service area	Planning, Housing & Regeneration - Strategy
Number of staff responsible for	5
Budget responsibility (£)	£0.5million

**Purpose of job:**

To take overall management responsibility for the delivery of the Council’s spatial planning policy and Local Development Framework (LDF), including associated research and information necessary to produce a robust information and evidence base, providing professional advice and advising on the strategic direction of planning policy and development plans, working with partners to develop and deliver policies, strategies and frameworks which realise the best possible outcomes for residents, the council and its stakeholders/partner organisations.

To deputise for the Head of Service

**Key accountabilities:**

**Change and Improvement**

- Lead, drive and deliver spatial planning policy, particularly the LDF, across the borough
- Lead on policy and information management
- Lead advisor and spokesperson for the Council on spatial planning policy and the LDF
- Coordinate and work with both internal and external stakeholders, including staff, partners, residents, technical advisers and communications experts to drive up standards of spatial planning policy in areas identified as needing change and improvement
- Coordinate and work across services and sectors to bring together and link up activities with those of strategic information policy and business intelligence
- Liaise with external bodies to seek out best practice to share and disseminate with the Service to improve standards

**Corporate Standards and Communication**

- Work to corporate standards for spatial planning policy and the LDF in the Council
- Work within the Directorate of Planning, Housing and Regeneration and the Council to share learning from work-stream activities
- Proactively work across teams and other Council directorates to ensure that a common approach and standards are adopted in all teams

- Collaborate in the production, communication, maintenance and continuous review of documentation and publicity

### **Performance Information Monitoring and Reporting**

- Lead on and be responsible for all technical and financial planning, administration, documentation and reporting of all relevant work-streams
- Lead on the production of robust information and evidence bases
- Lead and manage all aspects of spatial planning and the LDF, including coordinating work-streams, identifying gaps, conducting reviews and ensuring delivery is on cost, to time and to the required standard
- Undertake appropriate risk assessment and reviews of all work areas to ensure effective risk management strategies and actions
- Lead and manage budgets, ensuring costs are managed, within budget, ensuring value for money
- Maintain effective financial and work-stream progress - forecasting, planning, reporting and keeping appropriate, accurate records
- Lead on change management and ensure that the change control process is managed in order to ensure the necessary requirements are delivered
- Regularly report all relevant, high-level information to the Head of Strategy [Planning and Housing]
- Ensure quality checks are carried out to ensure good management practice in work production

### **Specific Duties of the Role**

- Lead the management and coordination of Council and partner, including key developer, inputs into the authority's spatial planning and the LDF
- Influence the shape and direction of policy and spatial development, acting to provide added value to projects through constructive challenge and project scope
- Represent the Council and promote spatial planning and policy and LDF objectives in a wide range of forums and to a diverse range of audiences
- Lead and ensure the delivery of effective consultation and partnership with residents and stakeholders, including developers, Government and the GLA Family, so as to ensure that the Planning Policy [LDF] team retains both a positive and professional role in the delivery of the outputs
- Deliver sound spatial development and sustainable outcomes in all spatial planning and LDF projects and decisions and ensure outcomes are effectively monitored
- Lead, support and work effectively with team members, including consultants and project support staff, with the size of the team fluctuating over the course of a work-stream
- Lead and manage procurement activity in relation to work-streams on behalf of the Strategy Service and other related service areas
- Work with corporate leads in championing best practice in spatial planning and LDF practice
- Work at a senior level, including deputising for the Head of Service, and with a high degree of autonomy
- Lead and line manage allocated staff

- Respond to internal audit reviews and implement action plans within agreed corporate deadlines
- Be the nominated deputy for the Head of Strategy [Planning and Housing] and member of the Strategic [Planning and Housing] Management Team

### Flexibility

- Work with a degree of flexibility required to perform work not specifically referred to above although falling within the scope of the post at the appropriate grade

### Council's Commitment to Equalities

- Deliver on the council's commitment to equality of opportunity both in the provision of services and as an employer. Promote equality in the work place and in the services the council delivers, including as a community leader

### Leaving Notes

Should you leave the Council's service you are required to provide comprehensive leaving notes for your line manager.

### Essential/Desirable Qualifications required

Type	Level required
Professional qualifications/memberships	<p>Essential: Degree in Planning and eligibility for corporate membership of RTPI</p> <p>Desirable: Additional degree or higher level qualification in management or other technical skills including retail policy, town centres, urban and regional planning policy or project management</p>

### Technical / Knowledge Requirements

Type	Description
Spatial planning and policy	Previous successful experience in spatial or strategic planning, policy and information management or development management, with a minimum of 2 years experience at management level
	Management experience of successfully working in planning or related technical service delivery with effective use of delegated powers
	Successful experience of managing procurement processes, including external consultants and advisors, and budgets
	Experience of managing and maximising external bids and financial programmes, including Government grants and programmes
	A thorough understanding of the principles of sustainable and spatial development and significant experience of delivering these through planning policy and development plans

	Knowledge and experience of developing and delivering successful and inclusive community engagement strategies for spatial planning and development plan projects
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### Behavioural Competencies

Competency	Key to role
Leadership	Builds commitment to the strategic direction of the council, service and team
	Co-ordinates the work of others, clarifying their roles and responsibilities
	Gives direction and encouragement to others
	Helps others understand the change process by encouraging them to adopt new behaviours or ways of doing things
Change and Improvement	Proven competence in identifying the need for improvement and effectively delivering change management
	Ability to develop and maintain effective working relationships with colleagues in order to maximise the benefits of project implementation
	Business awareness and ability to use this in order to support improvement in the programme
Influencing & negotiation	Strong influencing and persuasion skills with high-level external and internal stakeholders to ensure added value outcomes
	Strong interpersonal skills and able to challenge, support, influence and successfully engage politicians, elected members, management and peers.
	Ability to take lead responsibility for resolution of complex issues
Project Management	Able to demonstrate the tools and techniques of effective project delivery
	Self-motivated and able to manage own work, including work on multi-faceted projects and complex issues
	Competent in the use of a range of tools to ensure consistently high quality and delivery
Communication skills	Able to communicate effectively with members, stakeholders, colleagues and customers at all levels
	Has proven excellent team working and leadership skills
Commitment to Equalities	Is able to demonstrate how this role will contribute to the effective delivery of equality of opportunity in both service delivery and employment in Barnet's diverse communities, and effectively delivering mainstreamed equality and diversity outcomes through management and major developments decisions.