

Job description and employee specification







Job title:	Head of Planning	Location:	Cheltenham (can accommodate flexible home working)
Reports to:	Director of Planning, Place & Growth	Working hours:	37 per week
Job number:	TBC	Salary grade:	K Up to £60,000 (incorporating a market supplement)
Purpose:	<p>Cheltenham Borough Council is a multi-award winning local authority with a strong Place Shaping role. The Council is increasingly involved directly in regeneration and growth initiatives to drive both economic recovery post Covid-19 pandemic and economic growth. We have a firm commitment to deliver housing, skills development and employment opportunities for our communities, and a strong commercial focus. Within this context the post holder will be responsible for delivering a high quality and innovative planning service with specialisms including development management and compliance, planning policy, conservation and trees. Being one of the council's principal specialists set within the context of a council with an ambitious place making agenda you will play a key role in shaping Cheltenham; balancing the strong emphasis on growth with the need to conserve and enhance Cheltenham's rich cultural, biodiversity and heritage offer, in the light of the Council's ambition to make the borough carbon neutral by 2030</p> <p>You will be focussed on delivering high performance, including continuous improvements and efficiencies, and finding creative solutions and innovations that will drive and embed the culture of a forward thinking planning service with in an increasingly commercial environment. You will work collaboratively with colleagues and elected members and stakeholders to drive our commitment to timely decision-making and the support of our corporate priorities, including ensuring Cheltenham plays its role through development as a destination and fosters opportunities for inward investment and economic growth, under the leadership of the Director of Planning, Place & Growth.</p>		
Key duties and responsibilities:	<ul style="list-style-type: none"> • Play a key role in helping deliver Cheltenham's place ambitions. Within this context and in the light of changes in the planning system, you will play a key role in delivery of our major development, regeneration and landmark sites. • Lead a high performing team within a culture of continuous review and improvement. You will foster challenge and innovation to help drive your service improvements with a focus on customer service and engagement. • Deliver a high quality and consistent approach to decision making; balancing the ambition of the growth agenda alongside conservation and enhancement of our rich heritage, biodiversity and cultural offer, in the light of climate change issues. • Ensure the timely adoption and review of local planning policies within the Council's Development plan, including, effective joint working with adjoining authorities and other relevant bodies. • Ensure that all planning applications are processed efficiently and effectively within available resources within a context of improving performance. • Oversee delivery of conservation and trees specialisms and ensure specialist advice fulfils the statutory requirements within the context of place and growth ambitions. 		

- Prepare and present complex development related matters as appropriate to Full Council, Cabinet, and Planning Committee and where appropriate Executive Leadership Team in a way that is concise and understandable.
- Embed a team based approach across all planning and related specialisms; ensuring knowledge is applied to good effect in the best interests of the town as well as supporting the corporate objectives of the Council and delivering against our place and growth agenda.
- Businesses owner of the planning ICT module and responsible for its strategic direction
- Effective management of S106, CIL and their successors.
- Ensure Members are supported in their roles on Planning Committee and other related working groups.
- Be accountable for allocated budgets, reviewing budget targets within the context of performance and the wider commercial context of the Council.
- Participate in wider corporate initiatives and projects which support delivery of the place and growth agenda.
- Ability to challenge and influence decision making.
- Experience in analysing, collating and presenting business information to inform change, create business cases and development plans and strategies.
- Gain respect and trust of clients and stakeholders.

This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes.

General accountabilities

- Contribute to the delivery of divisional service plans. This includes working within a performance management framework with clear targets for your service and teams for continual improvement.
- To support and work with other managers across the Council, including contributing to the Councils commercial agenda of increasing income, reducing costs and improving efficiencies.
- Take on any other additional duties which may reasonably be required within Cheltenham Borough Council.
- To be flexible in ways of working, including hours, evenings and where required, weekends.
- To manage the service's health and safety and risk management issues
- Be part of the emergency planning team, out of hours working may be required.
- Demonstrate a commitment to personal and professional development, identify any gaps in skills, knowledge and expertise and help plan appropriate training programmes for your team, other officers and Elected Members
- Add value to, and be a valued member of, the team and to be valued by customers.
- Maintain a safe working environment and ensuring, as reasonably practicable, that safe working practices are adopted by employees within the working environment.
- Work in compliance with the codes of conduct, regulations (including financial) and policies of the council.
- Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information.
- Show a commitment to safeguarding the welfare of vulnerable adults, young people and children, in line with the organisation's policy.

<p>Organisational Values:</p>	<p>Work to and help embed our organisational values:</p> <p style="text-align: center;">TOGETHER, WE:</p> <div style="display: flex; justify-content: space-around; text-align: center;"> <div style="background-color: #e67e22; padding: 5px; border: 1px solid black;">  <p>Own it We hold ourselves accountable, we take responsibility and we avoid blaming others.</p> </div> <div style="background-color: #27ae60; padding: 5px; border: 1px solid black;">  <p>Get it done We are tenacious, fair and objective in our work.</p> </div> <div style="background-color: #e74c3c; padding: 5px; border: 1px solid black;">  <p>Develop our people We help everyone to be their best.</p> </div> <div style="background-color: #9b59b6; padding: 5px; border: 1px solid black;">  <p>Take care We look after ourselves, each other, our communities and our planet.</p> </div> <div style="background-color: #3498db; padding: 5px; border: 1px solid black;">  <p>Find a better way We are creative, innovative and willing to challenge the status quo</p> </div> </div> <p style="text-align: center;"> TOGETHER WE ARE CHEL TENHAM.</p>
<p>Essential requirements - qualifications, skills, abilities and experience:</p>	<p>Qualifications</p> <ul style="list-style-type: none"> Professional qualification in planning or related discipline to degree level, appropriate to the remit of the role, or equivalent by experience. Membership of a relevant professional body. Evidence of extensive continual professional development <p>Experience and skills</p> <ul style="list-style-type: none"> You will have extensive experience within the development sector and able to demonstrate delivery of complex and high profile development Professional experience in leading planning and developing strategies and policies in town planning within multi-disciplinary teams. Experience of effectively performance managing a diverse workforce & responding to diverse communities. Proven ability to work effectively in a political environment and establish effective working relationships with Members, members of the public and other community bodies. Ability to demonstrate sound knowledge and application of the statutory requirements and legalities in relation to planning services. Strong skills in effective negotiation with stakeholders and clients including complex S.106, S.278 etc. Experience of commissioning technical and professional survey and feasibility work and managing multiple consultancy and advisory work Establishing and building partnerships and networks with senior managers, external bodies, and partner organisations and being active across professional networks to aid establishing, influencing and maintaining positive relationships that will support the outcomes of the planning service and delivery of corporate priorities. Experience of effective budget management and delivering cost reductions whilst improving services Able to look for business opportunities and assess opportunities within context of business unit. Demonstrable computer literacy and IT skills. Accomplished analytical and problem-solving skills, with good attention to detail. Excellent verbal & written communication, including report writing and presenting material to a range of audiences, including engaging with the wider community. Self-motivated and able to see tasks through to a successful conclusion, including meeting challenging deadlines where necessary.