

# JOB DESCRIPTION



<b>Effective Date:</b> April 2024	<b>Location:</b> Hybrid/ Swale House (on average 2 days a week)
<b>Job Title:</b> Chief Planning Officer	<b>Grade:</b> 11
<b>Responsible to:</b> Head of Service	<b>No. of Staff Responsible For:</b> 5FTE directly, 38FTE overall

## PURPOSE OF JOB

To support the Head of Regeneration, Economic Development, Property and Planning in leading the planning service by balancing a strategic approach and operational insight to ensure the service delivers both:

- an efficient and effective planning service, and
- a robust Local Plan

The postholder will also be responsible for identifying and optimising cross-working opportunities to increase service resilience, and for deputising for the Head of Service in all aspects of the role, including corporate requirements.

## MAIN ACCOUNTABILITIES

1. To support the setting, monitoring and evaluating of a strategic vision for the service; to clearly identify what this means in terms of operational demands and to ensure resources are sufficiently deployed across the service to secure success.
2. To analyse past performance in terms of application processing and policy development, to benchmark this more widely in local, sectoral and national contexts and to use this to make recommendations for future process and practice.
3. To use the above to support consistency and timeliness of decision-making and policy development, and setting, securing and maintaining high standards of performance across the service.
4. To use experience and judgement to develop and clearly set out professional advice to councillors, the public, the media and other stakeholders, including acting as lead officer for Planning Committee, Policy and Resources Committee and related working groups in terms of planning applications and planning policy.
5. To unite national policy, stakeholder ambitions, expectations & capacity, evidence and resource to set out a clear pathway to the adoption of a new Local Plan for Swale.
6. In the period before Local Plan adoption, to mitigate the risks associated with an out of date Local Plan by leading the provision of effective analysis and advice to officers, members and developers.
7. To maximise the income derived from the Planning Service, through establishing and reviewing income generating practices and opportunities and effective budget monitoring.

8. To maximise the benefits of development for the Borough by taking a strategic, visionary approach to S106 agreements and supporting policy, seeking consensus among beneficiaries where required and providing strategic direction and support for developer negotiations.
9. To act as the Council's lead for advice on changes to planning legislation and central government guidance, in order to enact necessary change and seize available opportunities, advising members and senior officers throughout.
10. To act as champion for stakeholder engagement in planning, including parish and town councils, amenity groups and the wider community.
11. To undertake such other duties appropriate commensurate to grade.
12. To comply fully with the Council's Equal Opportunity Policy, Health and Safety at Work Policy and IT Security Policy.
13. To assist as required in the Council's Emergency Plan.

# PERSON SPECIFICATION

## Chief Planning Officer



Attributes:		Essential/Desirable
Education and Training	<ul style="list-style-type: none"> <li>➤ Degree / Post Graduate Diploma in Town Planning</li> <li>➤ Member of the Royal Town Planning Institute</li> <li>➤ Breadth of training in all main aspects of town planning.</li> <li>➤ Full Driving Licence</li> <li>➤ Related qualifications (e.g. Urban Design)</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
Experience	<ul style="list-style-type: none"> <li>➤ Dealing with complex and sensitive planning applications</li> <li>➤ Range of experience in development management, including enforcement and appeals.</li> <li>➤ Range of experience in progressing Local Plans to adoption, including evidence base production and stakeholder consultation</li> <li>➤ Experience of close working with Councillors and working in complex political environments</li> <li>➤ Experience of working in a performance-focussed environment and leading a performance management culture</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Skills and Abilities	<ul style="list-style-type: none"> <li>➤ Excellent analytical skills</li> <li>➤ Keen ability to translate strategy and vision to action.</li> <li>➤ Excellent presentation and communication skills (verbal and written)</li> <li>➤ Excellent negotiation skills</li> <li>➤ Effective performance management skills</li> <li>➤ Strong leadership skills and the ability to lead and motivate a team</li> <li>➤ Ability to identify and capitalise on new opportunities, related to income generation / performance / policy</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Knowledge	<ul style="list-style-type: none"> <li>➤ Awareness and/or evidence of working in an environment committed to promoting equal opportunities</li> <li>➤ Excellent understanding of planning law, and commitment to follow change</li> <li>➤ Excellent understanding of the stages, interdependencies and political and stakeholder dimensions of Local Plan development</li> <li>➤ Excellent understanding of viability issues and their impact on Planning</li> <li>➤ Strong knowledge of stakeholder specialisms, including ecology transport, urban design, heritage and archaeology</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Personal Attributes	<ul style="list-style-type: none"> <li>➤ Ability to work under constant pressure and scrutiny and to champion change</li> </ul>	<p>Essential</p>

### COMPETENCY PROFILE

Leadership	<p><b>For example:</b></p> <ul style="list-style-type: none"> <li>• Takes responsibility</li> <li>• Uses initiative</li> <li>• Open and honest</li> <li>• Flexible in their approach and to change</li> </ul>
Performance	<p><b>For example:</b></p> <ul style="list-style-type: none"> <li>• Focussed on priorities and outcomes</li> <li>• Delivers on promises</li> <li>• Creative skills</li> <li>• Understands their role</li> </ul>
Ambition	<p><b>For example:</b></p> <ul style="list-style-type: none"> <li>• Open to new ideas and concepts</li> <li>• Learns from past experience</li> <li>• Challenges standard practice for improvements</li> <li>• Maintains a positive outlook</li> </ul>
Customer care	<p><b>For example:</b></p> <ul style="list-style-type: none"> <li>• Ability to establish credibility and build positive relationships</li> <li>• Takes the customer's perspective</li> <li>• Proactive in keeping customers informed</li> <li>• Seeks feedback</li> </ul>
Teamwork	<p><b>For example:</b></p> <ul style="list-style-type: none"> <li>• Works together</li> <li>• Helps others</li> <li>• Shares learning</li> <li>• Treats colleagues with respect and trust</li> </ul>