

JOB DESCRIPTION



Effective Date: April 2024

Location: Hybrid/ Swale House (on average 2 days a week)

Job Title: Planning Manager (Policy)

Grade: 10

Responsible to: Chief Planning Officer

No. of Staff Responsible For: 6

PURPOSE OF JOB

To support the Head of Service and Chief Planning Officer in delivering an efficient and effective planning service across the Borough.

To be responsible for the management, delivery and implementation of the Local Plan and associated documents, including managing a team of planning officers, support staff and consultants.

MAIN ACCOUNTABILITIES

1. To manage and progress the review of the Swale Local Plan and related planning policy documents in accordance with agreed timescales, budget and statutory requirements, and to act as the lead officer for interpreting, analysing and applying national guidance to local policy development.
2. To take a leading role in securing stakeholder understanding and consensus of process and purpose.
3. To formulate clear and concise planning policies and proposals for the development and use of land in the Borough so that the Council meets social, economic and environmental objectives
4. To agree and oversee the work programme for the Local Plan team, and develop and implement communication strategies.
5. To be the lead professional policy officer in preparing and presenting the Council's case at appeals, inquiries, hearings, Court Hearings and Examinations in Public and any other planning policy document inquiry as required;
6. To prepare and present reports to committees and working groups as required.
7. To contribute towards the delivery of the strategic planning objectives for the Borough in association with key partners, including Kent County Council and statutory agencies, including any bids for central government / grant funding

8. To inform, advise and represent the Council on strategic and other planning policy matters so that the interests of the Borough are protected and promoted;
9. To liaise with and advise Council departments on relevant planning policy issues, fostering and valuing a corporate approach
10. To provide advice and information on all planning policy matters, in response to both internal and external requests;
11. To manage consultants on a variety of projects from inception to evaluation, including scoping, procurement and monitoring.

11. To work closely with the Planning Applications team, including on the management of site-specific development guidance, and to identify, recommend and pursue opportunities for joint working.
12. To monitor spend against annual budgets and the Local Plan reserve, including forecasting of future financial requirements to Local Plan adoption stage.
13. To lead on local transport and infrastructure planning and development work
14. To undertake such other duties appropriate commensurate to grade
15. To comply fully with the Council's Equal Opportunity Policy, Health and Safety at Work Policy and IT Security Policy
16. To assist as required in the Council's Emergency Plan

PERSON SPECIFICATION Planning Manager (Policy)

Attributes:		Essential/ Desirable	Assessed By
Education, Training and Knowledge	Hold a Town Planning qualification as degree level or equivalent.	Essential	Application
	Full corporate Membership of a relevant professional institution (RTPI)	Essential	Application
	Working knowledge of current UK planning policy and practice.	Essential	Interview
	Ability to use and set up databases.	Essential	Interview
	Confident in representing the Council at public meetings and on relevant external working groups.	Essential	Interview
	Ability to write complex Committee reports and present them at committees and to deliver presentations to both the public and external key stakeholders.	Essential	Interview
	Demonstrate political sensitivity and experience of working in a political environment	Essential	Interview
	The ability to communicate clearly and effectively is essential to the role.	Essential	Interview
	Working knowledge of Objective /Limehouse online publication and consultation system.	Desirable	Interview
Full current driving licence	Essential	Application	
Experience	To have demonstrable and wide ranging post qualification experience in planning policy	Essential	Interview
	Experience of producing project briefs, working with and instructing consultants.	Essential	Interview
	Significant experience in bringing forward strategic level development options through the local planning process	Essential	Interview
	Significant experience of providing relevant policy guidance for development management support in planning applications or appeals.	Essential	Interview
	Experience of complex negotiations with internal		

	and external stakeholders, including the highway authorities and development interests. Expert witness experience in Local Plan Examination and Appeal hearings	Essential	Interview
	Experience of compiling funding bids eg for Local Enterprise Partnership and other key statutory agencies and infrastructure stakeholders.	Essential	Interview
	Experience of working within Development Management and providing/presenting evidence at a major planning application public inquiry	Desirable	Interview
		Desirable	Interview

COMPETENCY PROFILE

Leadership	<ul style="list-style-type: none"> • Anticipates and responds flexibly to changing priorities and modern ways of working to meet the changing environment. • Identifies and implements new ways of working. • Supports individuals and team at times of both organisational and personal change making appropriate adjustments to accommodate individual needs where required. • Expresses a positive approach to change and promotes the benefits of change to team and colleagues. • Physically attends Swale House in person to meet business and team needs •
Performance	<ul style="list-style-type: none"> • Ensures that the Council is meeting its legislative and statutory requirements by keeping abreast of new initiatives and legislation in accordance with Key Performance Indicators and national targets. • Identifies trends and creates solutions. • Ensuring that health and safety practises policies and procedures are applied keeping employees and customers safe minimising workplace actions and injuries. • Considers risk in the context of service development and delivery. •
Ambition	<ul style="list-style-type: none"> • Maintains a positive approach when things go wrong and demands are high. • Uses past experience and professional judgement/ expert knowledge to make informed decisions. • Use professional expertise and knowledge to ensure the Council is leading best practise to improve outcomes • To undertake training as required and take responsibility for own training needs by identifying courses that will fulfil agreed training objectives. •
Customer care	<ul style="list-style-type: none"> • Understands what needs to be achieved and ensures that this is communicated to ward councillors, parish councils, applicants and agents and other stakeholders as appropriate.

	<ul style="list-style-type: none">• Actively listens to customer feedback and takes action to improve customer experience.• Evaluates and reviews the impact of service improvements from the customers perspective.•
Teamwork	<ul style="list-style-type: none">• Promotes a positive team environment with good morale• Works with other teams and colleagues internally and externally developing relationships and sharing knowledge, ideas and expertise to achieve outcomes.• Encourages colleagues to consider different perspectives in their work.

