****JOB DESCRIPTION

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| Job Title | Head of Planning Policy | Post Number | P1003 |
| Grade | M3 | Service Area | Planning and Infrastructure |
| Special Conditions | Politically restricted post.  Fully mobile with access to transport to be able to travel to sites and meetings across both Districts.  Regular attendance at council and other meetings outside of normal office hours.  Ability to undertake site visits in isolated/rural locations. | Additional Benefits | Payment of RTPI subscription |
| Authorised by | Director of Planning and Infrastructure | Date | April 2025 |

**Job Purpose**

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| The purpose of this role within the Council is: | To lead and be responsible for the effective management and development of the Planning Policy Team and the Corporate Data teams and their activities, the South Worcestershire Development Plan Review for Wychavon and Malvern Hills Councils, and the delivery of projects set out in the Local Development Schemes and Service Delivery Plans for Malvern Hills and Wychavon District Councils.  To develop efficient policies and procedures and to ensure effective service delivery in line with performance standards and legislative requirements throughout planning and infrastructure services.  To provide planning and related advice to members, officers and the public as required, and to respond to the media as required in accordance with the Councils’ procedures.  To liaise with the Head of Development Management and the Head of Urban Design, Ecology, and Conservation with respect to the joined up, consistent and effective delivery of planning services across both Councils.  To act as a member of the Planning and Infrastructure Service management team and shared Heads of Service Team.  To deputise for the Director of Planning and Infrastructure as required.  Under the shared service, the post holder is required to work across both district councils in order to ensure optimum service delivery. |
| Responsible for demonstrating commitment to working in line with the Councils' values | |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework | |
| The postholder works for: | Director of Planning & Infrastructure |
| The postholder manages \supervises: | The Planning Policy Team comprising the Principal Planning Policy Officers and their staff and the Corporate Database Team, specifically in respect of the development of policies, technical documents, procedures, systems, mapping, corporate data, land charges, and project and performance management. |

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| **Key Accountabilities (All accountabilities will be carried out in line with the Council’s policies, procedures and relevant regulations and legislation)** | |
|  | Overall responsibility for the management and performance of the Planning Policy service and corporate database team including administrative, technical and procedural functions, and to drive forward improvements and efficiency gains. |
|  | Being an inspirational leader and having overall team management responsibility, supporting staff development and carrying out 1:1s and annual reviews. |
|  | Providing effective communication and ensure the team is engaged/supported through regular team meetings |
|  | To drive forward, manage, prepare, develop, implement, monitor and review the Statutory Development Plan, supplementary planning policy documents and other planning policies within the timescales set out in the Local Development Scheme, and in accordance with Government policy and requirements. |
|  | To make recommendations to MHDC and WDC Councils and their associated committees on the preparation, adoption, implementation, monitoring and reviewing of all the planning documents, most notably the statutory Local Plan (South Worcestershire Development Plan) set out in the Councils’ Local Development Schemes and Service Delivery Plans. |
|  | To prepare and present reports to meetings of the Council’s Committees, Panels, Member working and task and finish groups as required. For shared service areas this will necessarily involve attendance of the same at the partner council. |
|  | To provide a high level of technical expertise to staff within the team and at a corporate level on the preparation of the Local Plan, planning policy, and briefs. |
|  | To lead on government consultations in relation to government planning policy and regulations, and to advise members on such developments and work to agree and co-ordinate consultation responses between the three South Worcestershire Councils. |
|  | To provide policy advice to interested parties, in particular Members, Parish/Town Councils, developers and development management officers the latter to include formal policy comments on major development proposals. |
|  | To ensure the effective integration of the Council's planning policy functions with other service areas and to develop excellent working relationships through effective communication with teams across the Councils, e.g. Housing, Legal Services and in particular with the Head of Development Management, the Head of Development Planning and the Head of Urban Design, Ecology, and Conservation. |
|  | To act as lead officer for the local plan in terms of member, parish and community engagement and to strengthen partnership working and develop strong relationships with Councillors and other external partners / stakeholders. |
|  | Representing the Council and acting as witness at planning inquiries, informal hearings, round table discussions, examination and court cases (as required). |
|  | To oversee the Planning Policy monitoring function including the Authority Monitoring Report, Housing Land Supply Monitor/Five Year Housing Supply, Employment/Housing Land Availability, Retail Monitor etc. and ensure returns e.g. to DCLG are submitted on time. |
|  | To oversee the graphical, cartographical and technical support to the Planning Policy and other Council sections/departments as required. |
|  | To oversee the Neighbourhood planning function, in particular the statutory Neighbourhood Plan making process. |
|  | As a member of the Heads of Service Team to help develop new corporate policy, revise Human Resources policies and carry out task and finish tasks requested by the two Councils’ Senior Management Team. |
|  | To ensure that the Planning Policy team contributes effectively and positively to corporate performance management processes by monitoring and managing service delivery and performance in line with national and corporate standards, corporate promises and priorities and actions set out in Service Plans and Five Year Plans. |
|  | Responsibility for the development and implementation of ICT systems as applicable to service delivery and improvements, contributing the Council’s drive towards e-Government. |
|  | To lead on setting the budget for the review of the South Worcestershire Plan and associated documents and to plan and manage the budget for the Policy Team and shared service. |
|  | To Manage budgets and resources including the disbursement of the Local Plan budget and capital spend on planning projects being consistent with corporate standards and working within agreed policies. |
|  | To Lead, motivate and develop staff, encouraging teamwork, flexibility, good communication and effective employee development. |
|  | To effectively manage planning policy and corporate data team staff, to include the carrying out of Annual Performance Reviews and monthly one to ones with Senior Planning Officers; the Planning Policy team in the delivery of all the work streams identified in the Local Development Schemes; the corporate data team and the carrying out of their functions; and Service Delivery Plans and associated Council(s) corporate priorities. |
|  | To deputise for the Director of Planning & Infrastructure as required e.g. at Senior Management Team meetings, Council meetings, Worcestershire Planning Officers meetings, Portfolio Holder(s) meetings, MP(s) meetings etc. |
|  | To comply with the requirements of the Health and Safety at Work Act and the policies of the Council. |
|  | To deal with any complaints and Freedom of Information requests affecting this service area efficiently and effectively in accordance with adopted procedures. |
|  | To undertake any other appropriate duties or tasks commensurate with the grading of the post which may be required from time to time as determined by the Director of Planning and Infrastructure. |

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.

KEY REQUIREMENTS

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| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| Degree/post graduate Diploma in Town Planning or a related subject | E |  |
| Chartered Membership of Royal Town Planning Institute | E |  |
| Sound knowledge of major legislative issues facing Local Government, particularly in the area of planning. |  | D |
| Recognised management qualification |  | D |

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| Experience | Essential | Desirable |
| Significant experience of planning and the development of planning policy including local plans and Neighbourhood Development Plans | E |  |
| A minimum of five years in a supervisory/ Management role. | E |  |
| Experience of working in a Planning environment. | E |  |
| Representing the Council at the wide range of internal and external meetings across a wide range of contacts and at all levels. | E |  |
| Experience of effectively managing teams of staff demonstrating leadership skills and commercial acumen, incorporating performance management and demonstrating the creation of job satisfaction for members of the team. | E |  |
| High level planning policy casework dealing with a wide range of professional planning matters | E |  |
| Involvement with officers or other departments at a senior level, dealing with corporate issues | E |  |
| Involvement with members of the public at an individual casework level and through interest groups and public meetings where excellent communication skills have been required to explain complex matters and to deal with sensitive issues. | E |  |
| Involvement with Council members at a senior level | E |  |
| Experience of providing professional / technical advice to local authorities, other relevant organisations or development interests. | E |  |
| Experience of leading a planning policy team |  | D |
| Experience of working in multi-disciplinary teams, both as a project leader and contributor and on a wide range of matters concerned with corporate issues, customer satisfaction and/or development of policies and procedures. |  | D |
| The management of a team of professional and administrative Officers with evidence of an efficient, effective and progressive management style, incorporating performance management and demonstrating the creation of job satisfaction for members of the team. |  | D |
| Experience of public meetings and meetings where delicate negotiating skills have been required on high profile or sensitive issues |  | D |
| Management in Local Government dealing with a wide range of work and with proven results in the delivery of an efficient and effective service. |  | D |
| Experience of using IT systems including good practical knowledge in windows-based systems |  | D |
| Experience of working in both urban and rural locations |  | D |
| Experience in financial management |  | D |
| Experience of engaging effectively with other corporate strategies |  | D |
| Experience of dealing with press/media |  | D |

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| Skills Required | Essential | Desirable |
| Demonstrable comprehensive knowledge of planning and other relevant legislation / associated regulations and proposed changes in the planning system. | E |  |
| Ability to communicate and present reports and advice to a high quality including both written and graphical material | E |  |
| Ability to directly undertake and support negotiations with a wide range of professional / technical bodies and stakeholders. | E |  |
| Able to manage and prioritise own workload to meet competing project deadlines and performance targets often working in a high pressured work environment | E |  |
| Creative, innovative and proactive approach to recognising and solving problems. | E |  |
| Excellent communication and presentation skills and ability to communicate effectively with colleagues, Councillors, staff and customers both verbally and in writing | E |  |
| Project management skills and ability to lead and manage a variety of complex multi-agency projects | E |  |
| Focused on customer requirements and shows demonstrable performance management experience | E |  |
| Ability to lead and work as part of a team as well as on own initiative | E |  |
| Ability to develop and motivate a diverse group of staff | E |  |
| Detailed knowledge of legislation and codes of practice as they apply to planning policy | E |  |

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| Behaviours | Essential | Desirable |
| Strong team player | E |  |
| Working with the Director of Planning and Infrastructure, and directing/motivating Senior Officers through encouragement and the provision of opportunities for widening experience. | E |  |
| Innovative and pro-active approach to recognising and solving problems. | E |  |
| Open, friendly and helpful approach | E |  |
| Act in an efficient and professional manner at all times | E |  |
| Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information | E |  |
| Ability to handle sensitive and contentious policy matters. | E |  |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.