

## Role Profile



**Role Title:** Head of Planning Policy and Conservation

**Service Area:** Community & Environmental Services

**Scale:** MG2

**Reporting to:** Director of Community & Environmental Services

**Responsible for:** Officers and Senior Officers for Planning Policy and Conservation.

## Purpose

This is a key role leading on all aspects of policy relating to planning policy and conservation, ensuring sustainable development in the Three Rivers District. You will lead and manage a small professional team that plays a pivotal part in delivering the Three Rivers Local Plan.

## Key Responsibilities

To manage and lead on all aspects of policy relating to planning policy and conservation, Brownfield Register and to ensure sustainable development.

### General Management:

- Responsible to the Director of Community and Environmental Services for the Council's functions in relation to planning policy and conservation.
- Development Plan, Historic Conservation, and Sustainable Development.
- Act on behalf of the Director of Community and Environmental Services in his/her absence on major issues and functions of the Authority
- Foster collaborative and partnership working between the planning policy and conservation service and other parts of the Council, the Local Strategic Partnership, the development industry, community groups, other agencies and bodies
- Act as Cost Centre Manager for the planning policy and conservation function including budget planning and monitoring of revenue and capital expenditure
- Responsible for preparing and monitoring the planning policy and conservation Service Plan and relevant national and local indicators
- Responsible for managing the planning policy and conservation staff, including supervision, appraisals and training requirements, work setting and performance, disciplinary procedures and recruitment of new staff
- Report various issues emanating from the Service to senior officers and Members through Corporate Management Team (CMT) and relevant Committees and Panels
- Responsible for undertaking and monitoring of relevant Health and Safety requirements
- Investigating and taking appropriate action to deal with complaints to the Service
- Ensuring compliance with all necessary legislative and statutory requirements
- Setting and monitoring of appropriate service and corporate standards.
- Knowledge of undertaking consultations and community engagement in relation to planning policy.

**Planning Policy:**

- Responsible for the preparation, adoption and review of relevant parts of the statutory Development Plan for Three Rivers including the Local Plan, Neighbourhood Plans and Orders, Planning/Development Briefs, Supplementary Planning Documents, Infrastructure Delivery Plans (together with the Head of Regulatory Services) and other planning guidance
- Overseeing all the relevant processes in relation to plan preparation including evidence gathering, testing options, public consultation, examination, monitoring and resolution of objections
- Working with adjoining authorities on strategic matters as part of statutory 'duty to cooperate'
- Provision of advice to Elected Members, other departments, local and statutory bodies and organisations
- Engaging with the County Council on Minerals and Waste matters and strategic infrastructure
- Ensuring engagement with all stakeholders and reporting to Members at key stages
- Provide formal and informal advice to Development Management Officers in relation to Planning Policy as appropriate.
- Prepare proofs of evidence and serve as expert witness on behalf of the Council in relation to development management inquiries as appropriate.
- Represent the Council's interests in strategic planning issues including input into other LPA's planning documents.

**Brownfield Register and Right to Build Register**

- Prepare, maintain and publish the statutory Brownfield Register and Right to Build Register in line with statutory regulations

**Historic Conservation**

- To manage the provision of specialist building conservation advice to the Development Management service and the general public
- To maintain and review the Conservation Areas within the District including the survey and designation of new areas and the preparation of up to date appraisals
- Responsible for keeping statutory list of Historic Buildings and Locally Listed Buildings up to date
- Responsible for administering the Council's Listed Building Grants system

**Sustainable Development**

- To prepare briefs/concept statement/Areas Action Plans for sites as appropriate in meeting Local Plan/Community/Council objectives.
- To have knowledge of sustainable development and biodiversity net gain with the development of Local Plans.
- To consider and implement environmental sustainability as a guiding principle within processes, activities and projects delivered.

**Finance and budgetary control**

- Cost Centre Manager for the planning policy and conservation service including budget planning and monitoring of revenue and capital expenditure.

**Other duties**

- Carry out any other reasonable duties commensurate with the grade of the post as may be required.
- You may also be required to undertake administrative duties on behalf of the Electoral Registration Officer and/or the Returning Officer relating to the registration of electors and the organisation of elections i.e processing postal votes, canvassing properties during office hours.

## Specific Knowledge, Skills and Expertise

- A detailed working knowledge of the legislation and planning policy guidance in relation to Local Plans
- A working knowledge of all aspects of development management, listed buildings, conservation areas and understanding of relevant legislation and regulations
- Ability to lead, develop and improve service delivery in order to meet customer and organisational needs
- Demonstrate positive communication skills in a wide variety of settings and contexts
- Ability to negotiate and create positive solutions with a variety of stakeholders
- Ability to effectively manage resources, including budgets and people
- Ability to analyse complex data
- Ability to project manage with multi-disciplinary teams and deliver specified outputs and outcomes
- Ability to work effectively with other partners and the wider community
- Ability to advise senior officers, Members and stakeholders on high policy matters
- Knowledge of up to date issues and innovation in the relevant service/professional area
- Politically sensitive, with an understanding of the role of elected representatives
- 5 years minimum post qualification experience at a senior level, in local government or similar organisation with a period spent supervising other staff
- Experience of joint working between local authorities and partners
- Experience of working across professional and technical boundaries
- Experience of effectively managing a budget and understanding of financial and monitoring systems and maximising use of resources.
- IT/technological aptitude in MS Office and Word applications, EXCEL, UNIFORM, GIS and ARCMAP
- Degree, plus professional planning qualification
- Membership (or eligibility) of the Royal Town Planning Institute
- Student/Full Membership (or eligibility) of the Royal Town Planning Institute.
- A proven track record in delivery of plans or projects
- Driving license and personal transport

## Key Relationships

- Officers of TRDC, County Council and other local authorities, developers, statutory undertakers, members of the public, community and environmental groups, private companies, Council contractors in order to ensure delivery of the Local Plan and Annual Monitoring Report.