



Job Description and Person Specification

Job Title:	Spatial Planning and Design Team Leader	
Post number:	P1384	JE Ref: GT 67
Grade:	PO3 SCP 43-47	
Service:	Planning and Building Control	
Progression:	Progression through the grade is dependent on satisfactory performance	
Hours per week:	37 hours	
Accountable to:	Spatial Planning Manager	
Date created/ reviewed:	April 2019	

Job Purpose

The overall purpose is to assist the Spatial Planning Manager to deliver a Development Plan making service which seeks to safeguard the natural and built heritage and promote environmental quality. This includes delivery of a seamless spatial planning offer, incorporating expertise from a range of professional disciplines and complies with statutory and corporate requirements and policy. The delivery of the Development Plan includes project identification and implementation.

Accountabilities

1. Assist the Spatial Planning Manager in the delivery of a Spatial Planning service, through the provision of professional advice, guidance, interpretation and evaluation on all aspects of the work area to service users and colleagues to meet statutory and service requirements, so that it meets statutory targets and legislation and seeks to deliver corporate priorities through the preparation and delivery of an up to date Development Plan and associated documents.
2. Assist the Spatial Planning Manager in the review, challenge and prioritisation of service needs to inform budget setting and subsequently control financial expenditure from agreed budget to ensure service priorities are achieved within financial provision.
3. Assist the Spatial Planning Manager in the overall management and leadership of the service team, including recruitment, development and motivation of approx (20) people who are committed to delivering an excellent and seamless planning service by the whole department, so that is recognised as a leader in innovation, excellence

and best practice. Line manage the Spatial Planning and Design and Conservation officers, approx (8)
4. Assist the Spatial Planning Manager to ensure Development Plan documents are up to date and respond to changes in national legislation and local/regional context to include the monitoring of policies to ensure the delivery of key indicators such as housing, or any other national, regional or local indicator. Seek to ensure the success of the LPA at appeals through the provision of a robust, comprehensive policy context and member partnership working and training.
5. Proactively and professionally engage with multiple Portfolio Holders, the Leader, senior elected and professional officials in other Local Planning Authorities and other stakeholder bodies; in order to achieve spatial planning aims and objectives.
6. Provide professional expertise in Planning Appeal and Planning Enforcement and prosecution issues in liaison with the Development Management and Enforcement Team, including provision of written evidence and appearance at hearings and Planning (public) Inquiries and Court to support that evidence orally where necessary.
7. Implement an entrepreneurial approach to the management of the team to optimise fee income and make the most efficient use of resources. This includes proactively leading on the preparation of funding and partnership packages and development delivery.
8. Lead and manage officers on the formulation and interpretation of design and conservation policy. This includes training and skill development of officers and Members to ensure that high quality design becomes central to the activities and outcomes of the Department.
9. Manage and enforce health and safety regulations in relation to the supervision and management of contracts, where the CDM Regulations may or may not apply and ensure robust project and programme management processes are in place, which deliver projects to time and budget.
10. Lead in the delivery of place shaping and sustainable development which is informed through the District's intrinsic identity of an outstanding historic built and natural environment and rises to the challenge of climate change.

Demands

Physical

The post holder will be required to make site visits. Site visits will include visiting construction sites, derelict land and buildings, open countryside and farmland. The post holder will need to be capable of walking around these on uneven and rough ground. Site visits such as this will take place throughout the year, approximately once a week on average. There may also be some climbing of ladders and stiles, descending into trenches or crouching down to inspect foundations, ground conditions, waterways, archaeological and historic structures. These activities will be less frequent, possibly once or twice a month, however when these arise the post holder will not be able to delegate and will need to attend site.

Mental

The post holder will be required to constantly juggle conflicting priorities with a particular emphasis on meeting the differing needs of officers, members and the public. Evening working will be required though committee and public meetings and to ensure deadlines are met and the post holder will need to be able to remain focused, productive and calm.

Emotional

The post holder will be in constant contact with the public who may be unhappy or disappointed with the work and decisions of the planning department and Members, which may lead them to being verbally aggressive. The post holder will need to be able to remain calm and help diffuse the high emotions.

Working Conditions

For the main part the Post Holder will be able to schedule site visits to avoid bad weather; however there will be occasional instances when site visits will need to be made when the weather is poor.

Other Employment requirements

The job holder would be required to attend evening meetings as and when required. This job may be suitable for home working.

ROLE SPECIFIC PERSON SPECIFICATION				
Criteria		Essential	Desirable	Assessment
Values and Behaviours				
	We are Customer Driven	X		I,T
	We Care	X		I,T
	We are Confident	X		I,T
	We Work Together	X		I,T
	We are Trusted	X		I,T
Qualifications				
	Degree or Masters level qualification in Town Planning	X		A,D,I
	Professional Membership of RTPI or equivalent	X		A,D, I
	Qualification in Urban Design or Conservation		X	A,I
Knowledge and Experience				
	Extensive knowledge and experience of preparing spatial planning documents (at least 5-10 years of specialist experience will be expected)	X		A,I
	Knowledge and experience of preparing spatial planning documents and taking these through stages of the plan adoption process	X		A,I,T
	Knowledge and experience of urban design; Conservation Area and Listed Building legislation and procedures	X		A,I,T
	Knowledge and understanding of: <ul style="list-style-type: none"> - functions of local government - major issues and challenges facing specific work area - performance management - project working - procurement and contract management 	X		A,I,T
	Experience either of appearing at planning committee, appeals or at court as an expert witness	X		A,I,T
	Experience of successfully implementing service improvements and contributing to policy development	X		A,I,T

	Experience of using interpersonal skills to develop positive relations with stakeholders and capable of proactively dealing with and resolving any issues at an early stage	X		A,I,T
	Line management experience	X		A,I
	Knowledge and experience project management and delivery	X		A,I
	Knowledge and experience of partnership working and stakeholder management including public consultation and engagement techniques	X		A,I
	Commitment to and clear understanding of equal opportunities	X		A,I,T
	Understanding of health and safety issues relevant to work area	X		A,I,T
	Knowledge of Microsoft Office Suite and work specific software packages	X		A,I,T
	Knowledge of development viability and financial appraisal		X	A,I,T
	Knowledge and experience of regeneration and urban design		X	A,I

Method of Assessment Codes

A	Application Form	T	Tests (online / at interview)	R	Reference	D	Documentary Evidence	I	Interview	O	Other
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For further information on the scope of accountabilities when working at this level please see the generic job description/person specification [here on our website](#).