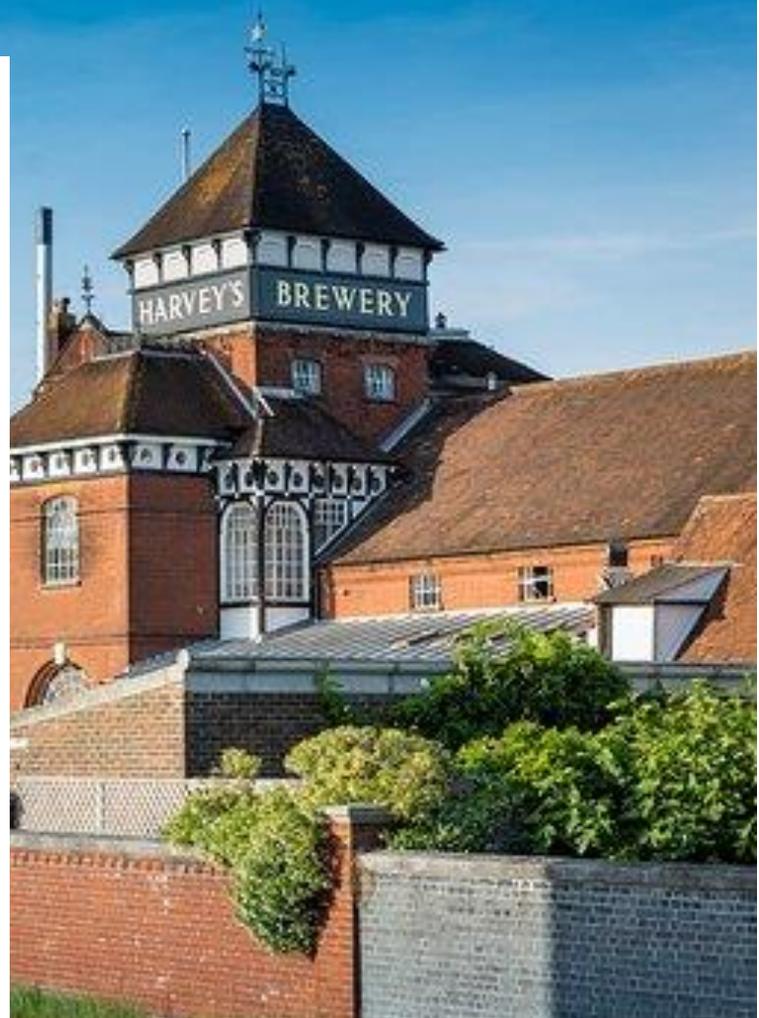


Job Pack

Planning Policy Lead



Lewes District Council



Working in partnership with Eastbourne Homes

Location

Thank you for taking the time to look at the details of this post.

Located in the heart of the Sussex countryside and one of the principal towns of the South Downs National Park Lewes offers the best of town and country. It is no surprise that the District is considered among the most desirable places to live and work in the UK.

Lewes town is one of the jewels of the South Downs National Park and the District also possesses many picturesque towns and villages, all with their own unique character.

Whilst nearby Eastbourne is a resort town on England's southeast coast. On the seafront are Victorian hotels, the 19th-century Eastbourne Pier and a 1930s bandstand. Discover a wide range of shops in Eastbourne from high street shopping at The Beacon to the quaint Victorian shopping streets of Little Chelsea, and the boutiques in the Enterprise Centre.

One of the most attractive aspects of living and working in the Lewes and Eastbourne area is the quality of life it has to offer. It is a truly exceptional location. Make the most of the area by enjoying a wide range of activities including country walks, water sports and much more.

Our offices in Lewes and Eastbourne are located close to Train Stations with direct connections to the coast and London. However, the Council provide all the necessary IT and infrastructure to enable home working and maintain a good work life balance

“The best of town, country and coast”

Job Description

Post Title	Planning Policy Lead
Service Area	Regeneration and Planning
Team	Planning First
Grade	H
Reports to	Head of Planning First
Management Type	Operational and Functional
Date prepared	January 2017

Job Purpose

- To lead the Planning Policy team in the consistent development of planning policy, implementation of projects and monitoring within the statutory requirements concerning the production of development plans.
- Work closely with political members and other strategy and corporate managers to design how strategies and policies translate into services and delivery on the ground.
- Act as a key advisor to the councils on relevant internal and external agendas.

Key Tasks

Implementing the Joint Transformation Model

1. Implement the new ways of working. Proactively collaborate with colleagues to resolve issues, educate, mentor and optimise the performance of strategy and corporate activity and the Joint Transformation Model.
2. Deliver a consistent policy approach to the preparation, production, review and monitoring of development plans within the statutory requirements.
3. Oversee and manage the councils' work on strategic planning, transportation and regeneration; responsible for the delivery of the planning policies to guide development of the area.
4. Lead and contribute to the most significant and complex community and corporate projects.
5. Act as the key council adviser on planning policy issues, both internally with senior management team, political members and Cabinet, and externally with customers,

partners, other agencies and stakeholders; acting as a champion and promoting the councils' work and their reputation.

6. Represent the councils at a range of local, sub-regional, regional and national fora to plan future policy and promote innovation and best practice.
7. Prepare and present reports to Cabinet, council committees and other internal and external meetings.
8. Develop and manage council policies including responding to emerging legislation, best practice and guidance, ensuring continuous development and improvement in services.
9. Contribute to strategy, performance and quality control and service/financial planning for planning.
10. Collate and present key data required for the strategic review cycle and policy development.
11. Liaise with key stakeholders including management team and Members on the councils' objectives and strategic initiatives.
12. Ensure a detailed risk management assessment is adopted where appropriate.
13. Contribute to the development of performance and quality control KPIs.
14. Work collaboratively with stakeholders across the councils to provide a seamless service to internal and external customers, and to provide advice as needed.
15. Prepare and present reports to full councils, committees and other internal and external meetings.
16. Accurately maintain all relevant information systems.

Leadership Accountabilities

17. Manage the planning policy team including setting clear targets and objectives and proactively managing work flow, priorities and performance; and carrying out effective recruitment, induction, coaching, and ongoing staff management and development.

18. Manage the team's behaviours and ways of working, encouraging communication and empowerment within the team and in the way the team works with others.

19. Manage and develop the team's skill levels to support the councils' aspirations.

20. Undertake service and financial planning, developing and managing the relevant budgets to ensure the sustainability of the service.

Corporate Accountabilities

21. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.

22. To promote a culture that is supportive of the councils' purpose, aims and values, and to take all reasonable steps to maintain good employee relations.

23. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the councils' activities.

24. To understand and apply the councils' Data Protection and Data Quality policy and procedures.

25. Any other duties commensurate with the nature of the post.

26. Deputise for Head of Planning and cover absence of colleagues as appropriate.

27. You will be required to support Lewes District councils' and Eastbourne Borough councils' corporate priorities and to ensure business continuity eg emergency response, elections, deployment to critical services.

28. To work within the councils' Management and Core Competencies Frameworks. Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

Core Competencies

Sharing the Vision - Shaping the Future	<ul style="list-style-type: none"> • Understands the Council's purpose, context, goals, objectives and values, and is willing to behave consistently with them. • Knows the strategic direction of the Council and acts in support of it.
Communicating Well	<ul style="list-style-type: none"> • Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally. • Works positively to gain understanding from others.
Driving Improvement Performance & Results.	<ul style="list-style-type: none"> • Takes responsibility and ownership for decisions, actions and results. • Takes actions to improve skills, knowledge and level of contribution. • Seeks and delivers high standards for self, team and Council
Self Management	<ul style="list-style-type: none"> • Self motivated and professional. • Is organised and uses time and technology efficiently. • Adopts a flexible approach to change
Delivering for our Customers	<ul style="list-style-type: none"> • Demonstrates a desire to identify and give priority to meeting and exceeding the needs of internal and external customers,

	generating high levels of customer satisfaction
Working Together	<ul style="list-style-type: none"> • Actively contributes to team working, sharing information, valuing the input of others. • Works co-operatively and is committed to building, productive, positive relationships. • Demonstrates commitment to achieving overall team objectives

Management Competencies

Leadership	<ul style="list-style-type: none"> • Inspires and engenders commitment in others. • Leads from the front and by example. • Presents a united corporate view.
Managing and Developing Performance.	<ul style="list-style-type: none"> • Coaches and supports individuals and teams to perform at their best, motivating and developing them to achieve high performance.
Managing Resources	<ul style="list-style-type: none"> • Ensures the Council's priorities are achieved through planned action programmes. • Makes best use of resources, ensuring value for money
Managing change	<ul style="list-style-type: none"> • Embraces, facilitates, implements and manages change to improve and develop services

This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.

PERSON SPECIFICATION

QUALIFICATIONS

Essential <ul style="list-style-type: none"> • Educated to degree level • RTPI recognised degree 	Desirable <ul style="list-style-type: none"> • Management qualification
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TRAINING

Essential <ul style="list-style-type: none"> • Project management 	Desirable <ul style="list-style-type: none"> • Coaching • Project management tools/software
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<ul style="list-style-type: none"> • Management principles and practices 	
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SKILLS & ABILITIES

<p>Essential</p> <ul style="list-style-type: none"> • Strategic vision and ability to translate it into clear, achievable priorities and objectives • Entrepreneurial skills and political and commercial acumen • Lead, develop and motivate a team of staff, setting and meeting performance targets • Excellent verbal and written, communication and presentation skills, including the ability to communicate effectively with a wide range of audiences • Decision making and ability to think innovatively and practically • Negotiation and consultation • Ability to establish strong working relationship with partners, stakeholders and contractors • Analytical, diagnostic and problem solving skills • Proficient in relevant IT software applications 	<p>Desirable</p> <ul style="list-style-type: none"> • Ability to harness IT as an effective business tool
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KNOWLEDGE

<p>Essential</p> <ul style="list-style-type: none"> • In-depth knowledge of the UK town and country planning system, with an awareness of current and emerging issues. • Knowledge and understanding of a broad range of policy, regulations and best practice 	<p>Desirable</p> <ul style="list-style-type: none"> •
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<ul style="list-style-type: none"> • Understanding of the Local Authority context and latest developments in service delivery and practices. • Understanding of project planning processes and management • Contracts and procurement methods and practices • Service and financial planning • Budget management and monitoring • Human resource management principles and procedures • Risk management 	
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EXPERIENCE

<p>Essential</p> <ul style="list-style-type: none"> • Professional competence/expertise and proven experience in the relevant service area • Track record of achievement in delivering sound planning policies • Experience of identifying service needs and instigating, designing, developing and commissioning innovative services to address these • Track record of effective engagement with internal and external partners, influencing strategic aims and priorities, policy and action planning • Responsibility for planning and delivering major projects/programmes – including across an organisation • Experience of strategic contract management • Production of reports and briefings • Experience of working in close collaboration with board/committee/council members and senior officers across the private, public and voluntary sectors • Managing conflicting priorities, sometimes under pressure 	<p>Desirable</p> <ul style="list-style-type: none"> • Public speaking • Delivery of capital programmes/projects • Working in a matrix environment
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PHYSICAL, LEGAL AND OTHER REQUIREMENTS

Essential	Desirable
<ul style="list-style-type: none">•Willingness to work within the councils' Management and Core competency frameworks•An engaging, enthusiastic and positive manner with a strong "can do" approach•Be occasionally available to work additional hours outside of normal working hours when need arises	<ul style="list-style-type: none">•

All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.

TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Eastbourne Borough Council.

Duration

This is a Permanent contract.

Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded Band H.

Salary

The spinal column points (SCP) for the post are as follows:

SCP 46	£49,865	SCP 50	£53,940	SCP 54	£58,015
SCP 47	£50,888	SCP 51	£54,962	SCP 55	£59,032
SCP 48	£51,905	SCP 52	£55,980		
SCP 49	£52,919	SCP 53	£57,003		

Hours

The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

Place of Work

Your normal place of work will be from home, but you may be required to work anywhere within the Lewes District and Eastbourne Borough boundary. However, the Councils can support remote working and anticipate that, further to induction and training, presence in the office or, if applicable, for site visits or other council activity, will be occasional.

Agile Working

Many of our roles are suitable for remote working and staff are provided with the equipment to do this safely and effectively.

Probationary Period

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

Annual Leave

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 25 days. This increases to 29 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

Notice Period

The contract of employment applicable to this post will specify a minimum period of three calendar months, to be given by either side.

Pension

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2020 are:

Pay Range	Contribution
Up to £14,600	5.5%
£14,601 - £22,900	5.8%
£22,901 - £37,200	6.5%
£37,201 - £47,100	6.8%
£47,101 - £65,900	8.5%
£65,901 - £93,400	9.9%
£93,401 - £110,000	10.5%
£110,001 - £165,000	11.4%
More than £165,001	12.5%

The pay ranges will be increased each year from 01 April in line with inflation.

Based on the salary for this role, the contribution will be 8.5%