

ASHFORD BOROUGH COUNCIL

JOB DESCRIPTION

JOB TITLE:	Assistant Director of Planning and Development
GRADE:	MG4
POST NUMBER:	6316
SERVICE:	Planning and Development
RESPONSIBLE TO	Director of Place, Space and Leisure
JOB SUMMARY:	To manage the Planning and Development Department to deliver an excellent, co-ordinated range of development services to residents and businesses in the Borough on behalf of ABC as the Planning Authority. To work with all parties to help generate consensus on the future planning of the Borough at community and political level. To engage with partners in public and private sectors to deliver quality outcomes. To deliver constant improvements across the range of development services through innovation, applying best practice and promoting customer care improvements.
ROLE REQUIREMENTS:	
1.	To contribute positively to meeting corporate aims and objectives by playing a full role in corporate management team, leading and managing the implementation of new corporate projects, initiatives and processes and ensure that good standards are maintained and that teams achieve required outputs.
2.	To work with other service heads taking a collective approach to effective management across the council and encouraging working across teams.
3.	To provide strong leadership and overall management for the Planning and Development service by developing a strong and effective senior management team, supported by robust service and work planning, to help deliver the Council's corporate priorities.
4.	To foster an approach in the service based on excellent working relations with the portfolio holder, all councillors, parishes, private and public sector partners and oversee the promotion of the service and relations with the wider public.

5.	To secure high quality place-making in all the service does and through effective collaboration with other services and external partners.
6.	To promote investment and job creation in the Borough by providing a service attuned to the needs of investors and business and to play an active part in supporting wherever possible the Council's own commercialisation agenda.
7.	To prepare reports when needed and attend Cabinet meetings, Task Groups, Planning Committee, Scrutiny meetings and public meetings as appropriate.
8.	To promote a culture of strong communication; staff flexibility to respond to changing workloads; and project team working within the service and to encourage staff to use their skills by contributing to corporate projects and initiatives.
9.	To co-ordinate the service's approach to key, priority projects so that resources and expertise are applied when needed in a proactive way and high quality development is secured on key sites in the Borough.
10.	To provide advice and guidance to team managers in developing an annual service plan and programme of work, ensuring that it links to the achievement of corporate objectives and is supported by a package of key performance indicators that are regularly monitored with team leaders and the portfolio holder.
11.	To be responsible for the planning service budget, working with team managers and finance colleagues to build an annual budget for member approval.
12.	To drive constant improvements to customer service and report on all complaints received regularly to the Chief Executive and Portfolio Holder.
13.	To ensure that staff in the service work closely and in co-operation with key partner organisations to tackle complex projects, providing strong input through the development process from initial feasibility to detailed delivery stages.
14.	To act as media spokesperson, attend public meetings, give talks and give evidence where issues extend beyond the normal scope of one team in the service and to take opportunities to promote the Council and the service whenever possible.

15.	<p>Equal Opportunities</p> <p>a) To promote equality of opportunity in employment and service provision, and eliminate unlawful discrimination.</p> <p>b) To recognise that people have different abilities to contribute to the Council's goals and performance and to take necessary action to give everyone a chance to contribute and compete on equal terms.</p>
16.	<p>Emergency Planning</p> <p>a) To participate as required in the Council's Emergency Planning operations including undertaking training and exercising as directed</p> <p>b) To participate in the response to an emergency which may involve duties outside your normal job description and at times outside your contracted hours.</p> <p>c) To participate in the recovery stage following the emergency.</p>
17.	<p>Business Continuity</p> <p>In the event that an incident has occurred which disrupts the Council's ability to deliver its critical functions, to undertake duties within your competencies in other departments and/or at other locations.</p>
18.	<p>Data Protection</p> <p>To ensure that data quality and integrity is maintained and that data is processed in accordance with Council policy, the Data Protection Act, the Freedom of Information Act, and other legislation.</p>
19.	<p>Health and Safety</p> <p>All employees have responsibilities under The Health and Safety at Work Act 1974. These responsibilities are laid out in the Council's Health and Safety Policy, available on the Intranet or from Personnel.</p>
20.	<p>Safeguarding</p> <p>Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and adults at risk of harm within the borough.</p>
21.	<p>Additional Duties</p> <p>To undertake any additional duties of a similar level of responsibility as may be required from time to time.</p>

OTHER CONDITIONS: Essential Car User

April 2022

PERSON SPECIFICATION

JOB TITLE:	Assistant Director of Planning and Development
POST NUMBER:	6316
SERVICE:	Planning and Development

	Essential	Desirable
EDUCATION & TRAINING/ QUALIFICATIONS	Relevant degree and MRTPI;	Management qualification or training programme; Post-graduate relevant degree; Other relevant specialist qualifications
EXPERIENCE	<p>Broadly-based professional planning experience in public, or public and private, sectors;</p> <p>Managerial experience, responsible for professional planning and related services;</p> <p>Thorough work planning to a clear, deliverable plan on time and using available resources;</p> <p>Regularly dealing with elected politicians and forming effective working relationships;</p> <p>Building effective partnerships with key stakeholders to deliver tangible results;</p> <p>Working with the public and stakeholder groups – including giving presentations and involvement in workshops;</p> <p>Preparation and presentation of robust written advice/ evidence in a variety of formats;</p> <p>Real market awareness and</p>	<p>Managerial and other relevant experience in other working contexts;</p> <p>Experience working with the general public in community organisations / local councils/ voluntary organisations etc;</p>

	<p>the ability to operate in a commercial environment to achieve the Council's objectives.</p>	
<p>SKILLS & KNOWLEDGE</p>	<p>Sound working knowledge of the planning system and the related functions the service delivers;</p> <p>Up to date knowledge of current legislation and good practice in the field;</p> <p>Awareness of the roles of leadership and management and the ability to deliver both effectively for a multi-disciplinary team;</p> <p>Awareness of the importance of delivering good customer service and the ability to drive change in work practices to secure this;</p> <p>Strong 'people-management' and interpersonal skills;</p> <p>Effective project management skills;</p> <p>Understanding of the political organisation of local government and how to operate effectively within it.</p>	<p>Specialist skills developed in a related expertise – e.g. development appraisal; ecology; landscape assessment; transport engineering; etc</p>

OTHER REQUIREMENTS

Ability to work effectively across professional and organisational boundaries;

Ability to drive innovation and react positively to changing demands on the service and circumstances;

Ability to demonstrate entrepreneurial acumen in the way services are funded and delivered;

Ability to inspire staff and set clear career paths to maximize the potential on all staff.

OTHER ESSENTIAL REQUIREMENTS TO CARRY OUT POST: Essential Car User

April 2022



KEY COMPETENCY AREAS

Our Competency Framework has been developed and reviewed over several years in order to achieve a set of professional and key behaviours that our team display every day within our roles.

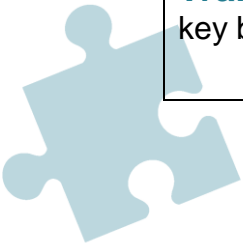
It applies to every member of staff, regardless of their role or service that they work for. It considers best practice but also the level at which our team members work in different areas of their job. So although the competency itself will apply to all levels, how it is evidenced within the individual job role may vary.

The competencies will be used for:

Recruitment and Selection – interview questions will be based on these key behaviours to ensure we are bringing the right people into the organisation.

Performance management including appraisals – to keep checking that we are all displaying the right behaviours that will ensure the success of the council’s aspirations

Training and development – to help our teams and individuals focus on developing key behaviours and characteristics



The 9 basic competencies fall under our three values which are integral to the way we do things around here:

AMBITIOUS	CREATIVE	TRUSTWORTHY
Positive	Innovative	Professional Behaviour
Continuous Improvement	Open to Change	Accountable
Commercial and Enterprising	Decision Making and Problem Solving	Communication