

Post Specification

Post Specification - Key Information

- **Post Title: Senior Manager Planning Services**
- **Date:** April
- **Post Group Number: 8656**
- **Job Family:** Organisational Support
- **Job Family Role Profile:** OS19
- **Final Grade: 19**

To be read in conjunction with the job family role profile.

Service Area Description

The Planning Service is a critical function within the Council, responsible for shaping the physical, social, and economic development of the area. It oversees the preparation and implementation of the Local Plan, decision-making on planning applications, enforcement of planning controls, and the management of technical and administrative support functions such as Land Charges and the Local Land and Property Gazetteer (LLPG). The service works collaboratively with internal and external stakeholders to deliver sustainable growth, support infrastructure delivery, and protect and enhance the natural and built environment. Focused on innovation, efficiency, and customer service, the Planning Service is dedicated to achieving the Council's vision for inclusive, green growth and ensuring high-quality outcomes for residents, businesses, and the community.

Purpose of this Post

The Senior Manager Planning Services is the Council's most senior manager responsible for overseeing the planning function, including Planning Policy, Development Management, Land Charges and the Technical Services function. Reporting directly to the Assistant Director of Inclusive and Green Growth, the role provides strategic leadership to ensure the delivery of high-quality planning services aligned with the Council's priorities for sustainable, inclusive, and green growth. A critical aspect of this role is overseeing the development and delivery of the Local Plan, ensuring it reflects the Council's long-term vision and priorities. The Senior Manager ensures planning policies and decisions contribute to community development, economic growth, and environmental sustainability, while maintaining compliance with statutory requirements.

Key Job Specific Accountabilities

Key Responsibilities:

1. Strategic Leadership and Oversight:

- Provide strategic direction and leadership for the planning function, encompassing Planning Policy, Development Management, and Land Charges.
- Ensure planning services align with the Council's corporate priorities for inclusive and green growth, delivering outcomes that support local communities and economic development.
- Develop and implement long-term strategies to enhance the effectiveness, sustainability, and reputation of the Council's planning services.

2. Oversight of the Local Plan:

- Oversee the development, review, and implementation of the Local Plan, ensuring it reflects the Council's strategic vision and complies with national planning policy.

- Collaborate with the Planning Policy Service Manager and Strategic Lead for the Local Plan and other stakeholders to ensure the Local Plan is evidence-based, forward-thinking, and responsive to local needs and opportunities.
 - Monitor progress on the Local Plan and ensure key milestones are achieved, including public consultations, submissions, and examinations.
 - Advocate for the Local Plan's priorities, ensuring alignment with other strategic initiatives and securing support from elected members, community stakeholders, and government agencies.
- 3. Planning Policy Development:**
- Ensure the Planning Policy team produces robust and innovative planning policies that address housing, infrastructure, economic growth, and climate change.
 - Oversee the preparation of supplementary planning documents, ensuring they align with the Local Plan and Council objectives.
 - Provide strategic advice on planning policy matters, supporting decision-making at the highest levels of the organisation.
- 4. Development Management Oversight:**
- Ensure the Development Management team delivers timely, high-quality, and legally compliant decisions on planning applications, balancing growth with community and environmental considerations.
 - Oversee the enforcement of planning regulations, ensuring breaches are addressed effectively and transparently.
 - Ensure S106 agreements and Community Infrastructure Levy (CIL) processes are managed efficiently to support infrastructure delivery and maximise local benefits.
- 5. Technical and Business Support:**
- Oversee the delivery of technical and administrative support services, including land charges and street naming and numbering, ensuring accuracy and efficiency.
 - Ensure the Local Land and Property Gazetteer (LLPG) is maintained to national standards, supporting council operations and public services.
 - Promote continuous improvement and innovation in technical and business support processes to enhance service delivery.
- 6. Stakeholder Engagement and Collaboration:**
- Act as the Council's lead representative on planning matters, engaging with government agencies, developers, community groups, and other stakeholders.
 - Work collaboratively with council departments, external partners, and regional planning authorities to achieve shared objectives.
 - Foster strong relationships with elected members, providing professional advice and guidance on planning policies, decisions, and the Local Plan.
- 7. Performance Management and Reporting:**
- Monitor and report on the performance of planning services, ensuring that key performance indicators (KPIs) are met or exceeded.
 - Provide regular updates to the Assistant Director and senior leadership team on planning activities, risks, and opportunities, including progress on the Local Plan.
 - Oversee the preparation of statutory reports, such as the Infrastructure Funding Statement (IFS), and other reports demonstrating the planning service's achievements and compliance.
- 8. Team Leadership and Development:**
- Lead and manage direct reports, providing clear objectives, guidance, and professional development opportunities.
 - Foster a culture of collaboration, accountability, and innovation across the planning function, ensuring a motivated and high-performing team.
 - Support succession planning and talent development to ensure the planning service is equipped to meet future challenges.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

Budget Management: Budget Management responsibilities for the service budget of £5m

Staff Management Responsibilities: Lead and manage a team of approximately 70 people at various locations across the district. Direct Line Management responsibility for 4 staff.

Essential Criteria

Qualifications:

- Chartered membership of a recognised planning body (e.g., Royal Town Planning Institute (RTPI)).
- Master's Degree in Town Planning, Urban Planning, or a related field.

Knowledge:

- Comprehensive understanding of planning legislation, policy development, Local Plan preparation, and development management processes.

Experience: Extensive experience in planning, with a proven track record of leadership in a local authority or comparable organisation.

- Demonstrated ability to develop and implement strategies that deliver organisational priorities.
- Proven experience managing senior managers and multidisciplinary teams, with the ability to inspire and motivate staff.

Expertise:

- Exceptional written and verbal communication skills, with the ability to engage effectively with a wide range of stakeholders.
- Strong analytical and decision-making skills, with experience managing complex and politically sensitive issues.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Minimum exposure
- **Physical Demands:** Minimum exposure
- **Working Conditions:** No additional demands

Other Factors:

- *Ability to travel throughout Westmorland & Furness and occasionally beyond.*
- *To model and display the corporate standards of behaviour.*