

Job Title	Planning Policy Manager Strategy and Economy Manager
Grade	Indicative grade 8
Reports To	Assistant Director- Strategy and Economy
Responsible for	A specialist planning team including professional and technical officers
Post Ref	

Job Purpose

To effectively advance the Greater Cambridge Planning Service and to ensure its continued success, these posts will work together to lead, manage, and develop an agile strategy for the planning policy team. The interrelationship between the specific work areas means that the post holders will support each work area, with officers working flexibly across the teams to respond effectively to work priorities.

In line with the shared service's commitment to excellence in service delivery, customer fulfilment and performance management, each post holder is expected to play a key role in ensuring the conception, development, implementation and management of the services economic and operational performance. This will include responsibility for reporting and presentation of the service performance at public meetings and with officers and members.

In line with the business plan, each post holder is expected to take responsibility for the recruitment, development and progression of staff within the team, including all appraisals and management support to a team of planning/specialist professionals, in line with the shared service workforce strategy.

MAIN DUTIES & RESPONSIBILITIES

- Manage and take day to day responsibility for the work priorities, outcomes and performance of a team of professional and technical officers in the effective and efficient administration of functional area above.
- To be responsible for the briefing of senior management, the Portfolio Holder, and other elected members, in relation to their functional area.
- To lead and attend committee and support and assist other officers at committee.
- Support the effective development, promotion and implementation of the shared service agenda, and associated initiatives that support the promotion of high quality service for the Greater Cambridge area.
- Develop and lead the implementation and delivery of the shared service transformation programmes, alongside the corporate commitment to ensuring efficient, cost effective service delivery and continuous improvement.
- Take responsibility for the effective operation and delivery of the workforce strategy within the team, including ensuring that staff appraisals and career planning are undertaken regularly, in line with the strategy.

- Take responsibility for the effective implementation of the shared service agile working project across the service and support the delivery of the people strategy; including taking responsibility for own career and personal development.
- To manage and take day to day responsibility for relevant budgets.
- Develop and implement innovative business solutions with the aim of having a cost neutral or income generation service dependent on functional area.
- To commission surveys, studies or specialist services/projects as necessary to fulfil functional responsibilities, and manage such contracts effectively
- To develop and maintain appropriate plan, performance indicators and monitoring and reporting on projects undertaken.
- Lead on appropriate multidisciplinary, interdepartmental and inter-authority development teams on a wide range of topic and area based projects aimed at improving the Greater Cambridge planning service.
- To ensure continuous engagement with internal and external partners and stakeholders including duty to cooperate with neighbouring Councils on emerging strategies and plans.
- To ensure that the service operates efficiently and effectively to support the delivery of high quality, responsive planning and related services in line with the service vision and corporate plan.
- To develop commercially minded strategies for generating income.
- Through professional development and networking, to keep informed of best practice, relevant legislation, procedures and standards, and ensure the achievement of service quality improvements, accordingly.
- Carry out other duties within the competence of the post holder as may be reasonably required from time to time

Functional Duties

Planning Policy Manager

To lead and manage the preparation and implementation of planning policy documents for Greater Cambridge. This includes the Local Plan, Area Actions Plans, Supplementary Planning Documents, Neighbourhood Planning and Monitoring.

To provide professional advice to support the implementation of plans and policies by the Development Management team, working within a culture of continuous improvement and cost-efficiency.

To support the Councils in shaping planning, housing, economic, transport and other environmental and social policies at the national, regional and local level to secure the maintenance and/or improvement of the communities, economy and natural and man-made environment within Greater Cambridge.

To lead on the development of research and evidence, to prepare reports and presentations and to provide appraisal and analysis to senior officers and members to enable timely and effective management and delivery of the vision for Greater Cambridge, including contributing to joint working and cross Council initiatives aimed at promoting investment in and the success of the area.

Responsible for the management, motivation and development of the planning policy team; to be responsible for recruiting and appraising staff, identifying their training and development needs and planning how these needs will be met and evaluating the training received.

Strategy and Economy Manager

To lead and manage the input into the formulation and development of national, sub national, regional and local planning, economic and infrastructure related strategies and bids on behalf of Greater Cambridge and to provide support where appropriate for partners engaged in the development of the same. This includes strategic planning, economic development, transport and other related infrastructure.

To lead and manage a team of planning professionals giving support and where required leadership on strategic planning, economic development, transport, and infrastructure related matters for Greater Cambridge.

To lead on the development of research and evidence, to prepare reports and presentations and to provide appraisal and analysis to senior officers and members to enable timely and effective input into projects and strategies to secure the effective representation of Greater Cambridge in strategic planning and related infrastructure, transport, housing and economic development matters.

To support the Local Plan and other planning work of the Local Planning Authorities.

To influence and support Non-Statutory Spatial Planning activities of the Combined Authority.

To lead on engagement with the Greater Cambridge Partnership, including planning input to transport scheme development.

To provide professional advice to support the implementation of strategic planning, economic development and transport by the Development Management team, working within a culture of continuous improvement and cost-efficiency.

To support the Councils in shaping planning, housing, economic, transport and other environmental and social policies at the national, regional and local level to secure the maintenance and/or improvement of the communities, economy and natural and man-made environment within Greater Cambridge.

Responsible for the management, motivation and development of the strategy team; to be responsible for recruiting and appraising staff, identifying their training and development needs and planning how these needs will be met and evaluating the training received.

Person Specification

Values:

Our values framework sets out the behaviours that are important and that we expect everyone to demonstrate at work, regardless of grade and position.

The framework will set out our expectations about:

- how we do things
- how we treat others
- what we say and how we say it
- how we expect to be treated

We value:

- Connecting people, places, partnerships and working together
- Integrity and honesty to ensure that we are open and accountable
- Dynamic approach to the delivery of services with drive and energy
- Innovative people who like doing things differently and better

Attributes	Essential Criteria	Desirable Criteria
Education and Qualifications	<p>Degree in planning, regeneration or related discipline and significant experience in the delivery of functional area service.</p> <p>Eligibility for membership of RTPI or other relevant professional body</p> <p>Qualification in management or public administration or related discipline (level 5 CMI or significant equivalent senior managerial experience)</p> <p>Evidence of continuous professional development</p>	
Knowledge and experience	<p>Extensive understanding of two or more of the following:</p> <ul style="list-style-type: none"> • Planning policy and strategy • Landscape/Urban design • Architecture/conservation practice • Planning enforcement • Transport/infrastructure planning • Economic development <p>Thorough awareness of current issues and a working knowledge of legislation relevant to the team's work</p> <p>Demonstrable understanding of contemporary practice operating customer centric services in local government</p>	
Skills and Abilities	Ability to lead change and improvement	

	<p>processes including motivating others and successfully work under pressure and meet deadlines, performance target and produce a regular consistent output of work</p> <p>Effective communication skills and the ability to communicate complex issues both in writing and verbally</p> <p>Proven ability to deliver high quality services that are cost effective and provide excellent customer care</p> <p>Sound understanding of project development, management and delivery including experience of managing contracts and projects to deliver effective commissioned outcomes</p> <p>Good numerical and IT skills, including experience in the application of planning related systems and Microsoft packages</p> <p>Ability to proactively engage local/regional communities and other key stakeholders in all aspects of the development and delivery of the service.</p> <p>Ability to negotiate successfully and influence outcomes</p> <p>Highly developed analytical and problem solving skills</p>	
<p>Personal Attributes</p>	<p>Inspires confidence and trust with people at all levels internally and externally</p> <p>Proven ability to manage conflict in the discharge of the planning function</p> <p>Innovates and builds consensus/leads new ideas and seeks to understand how they can be applied to improving customer outcomes</p> <p>Continuously develops and updates professional expertise and provides positive role model for personal development in line with the workforce strategy</p> <p>Organises own work and able to supervise the work of others to maximise efficiency and productivity</p> <p>Acts with tact and diplomacy in all aspects of work</p> <p>Shows initiative and is a proactive self starter</p>	

	<p>Proven ability to promote continuous improvement and the development of improved planning outcomes through the application of contemporary management practice and leadership</p> <p>Ability to work flexibly to meet the requirement of the role.</p> <p>Commitment to developing and supporting talents, skills and values of the organisation to ensure that the service is a centre of excellence</p> <p>Committed to the achievement of equal opportunities in both employment and service delivery</p>	
<p>Miscellaneous/ Other working requirements</p>	<p>Ability to attend meetings within and outside the greater Cambridge area including some evening meetings.</p>	