



GLOUCESTER
CITY COUNCIL

<u>DIRECTORATE:</u>	REGENERATION
<u>SERVICE UNIT:</u>	PLANNING POLICY
<u>JOB TITLE:</u>	PLANNING POLICY & HERITAGE SERVICE MANAGER
<u>GRADE:</u>	J
<u>POST NO:</u>	
<u>REPORTS TO:</u>	HEAD OF PLANNING
<u>SUPERVISORY RESPONSIBILITY FOR</u>	PLANNING POLICY TEAM, HOUSING STRATEGY TEAM, HERITAGE AND DESIGN TEAM

JOB PURPOSE:

The management of the Council's work and responsibilities in respect of:

1. The Development Plan for the City from strategic to neighbourhood level to provide a robust and sustainable, planning framework.
2. The conservation and care of heritage assets, public realm and urban design.

To deliver the maximum environmental, economic and community benefits for Gloucester, now and in the future.

DUTIES AND RESPONSIBILITIES:

1. Responsible to the Head of Planning for the operational management and development of the staff employed in the Planning Policy Housing Strategy and Heritage and Design teams (the teams)
2. To lead, supervise, allocate and co-ordinate the work of the teams to ensure efficiency of operation and the timely production of a robust and sustainable planning framework, conservation and design strategies.
3. Responsible for the undertaking and delivery of the statutory Development Plan for Gloucester through the timely production of Development Plan documents, plans, briefs, concept statements and

job description

guidance to set out a clear, sustainable, robust and successful future planning vision for Gloucester.

4. Responsible for monitoring of land use issues, including undertaking research on land use change, housing and affordable housing, employment and retail, development completions, etc. and for ensuring the Development Plan is reviewed and kept up to date.
5. To act as the lead liaison officer on strategic planning matters and to advise on cross boundary matters; developments in adjoining authorities; sub-regional, regional and national planning issues that impact on the strategic planning of Gloucester.
6. Responsible for working with landowners, developers, agencies and other stakeholders to drive forward the implementation of planning briefs, the conservation and enhancement of heritage assets and implementation of related projects.
7. Responsible for working in partnership with neighbouring authorities when appropriate to deliver a strategic planning framework for the City.
8. Responsible for supporting local communities in the production of neighbourhood plans, ensuring that they are consistent with the Development Plan and that statutory procedures are followed.
9. Under the supervision of the Head of Planning to make, through the formulation of reports, recommendations to elected Members on planning policy and heritage related issues.
10. To regularly record, monitor and manage performance data on the activities of the service and to continuously drive up performance standards and customer service levels.
11. Under the supervision of the Head of Planning, to act as day to day cost centre manager for the Service.
12. To act as the Council's lead officer and spokesperson on all matters concerning planning policy through interfaces and partnership working with external organisations, the media and the public.
13. To maintain an up-to-date knowledge of all legislative changes in the service area and to advise the Head of Planning, Corporate Director and Council of all relevant changes and implications.
14. To substitute for the Head of Planning as and when required.
15. Prepare and present evidence at Examinations in Public, Public Enquiries, Appeals and in Court proceedings.
16. To operate the service, in terms of employment and service delivery, in ways which contribute to and maximise equal opportunities.

17. Undertake such other duties arising on a day-to-day basis, as are necessary for the smooth running of the Directorate and which fall within the general grading level of the post.

**SIGNATURE OF SERVICE HEAD
RECEIVED**

POSTHOLDER

DATE APPROVED

DATE EFFECTIVE

REGENERATION

PLANNING AND ECONOMY

PLANNING POLICY AND HERITAGE SERVICE MANAGER

Qualifications and Training

- Degree/equivalent
- MRTPI membership
- Management / supervisory qualification desirable
- Commitment to continuing professional development and learning.

Experience

- Significant post qualification experience in planning strategy, policy work, heritage and conservation. Some of this experience should be at a senior level and include staff supervision.

Knowledge, skills, abilities

- Ability to demonstrate and meet the requirements of the 8 operational management competencies (attached) in respect of:
 - Motivational Leadership
 - Operational Focus
 - Teamworking
 - Making Decisions
 - Innovation and Creativity
 - Performance Management
 - Partnership Working
 - Community Engagement
- Deep understanding of planning policy and the proven ability to develop strategic policies and vision in this field.
- Skills and abilities to represent the City Council as an expert witness
- Wide and up to date knowledge and experience of Planning legislation
- Ability to effectively lead and motivate teams and staff and give clear and effective leadership to deliver a continuously improving and adapting, customer focused and performance led service.