

Role Profile

Job Title	Chief Planning Officer
Behavioural Framework Level	4
Grade	K
Reports To	Corporate Director
Politically Restricted Post	Yes
DBS Requirement	Basic

Responsibilities
<ul style="list-style-type: none"> • To be the Council's lead planning professional providing expert planning advice to the Corporate Leadership Team, Cabinet and Committees with a focus on supporting the delivery of key corporate projects and priorities. • Leading the local planning authority on the planning application, master planning and delivery of up to 10,000 new homes at Otterpool Park garden town. • Overseeing the planning and implementation of major redevelopment projects, including Folkestone Seafront, Shorncliffe Garrison and a new leisure centre at Hythe. • Appointing and overseeing the work of planning consultants and planning contractors working on Otterpool Park and other major projects. • Leading the Council (as the Local Planning Authority) in determining major planning applications. • Advising the Council on planning issues relating to Highways England's emerging proposals for new lorry parking and lorry holding areas alongside the M20 as a response to the problems arising from Operation Stack. • Advising the Council on relevant enforcement matters, ensuring that appropriate actions are taken. • Identifying and bringing forward additional housing and employment in the district in response to opportunities arising from the Government's growth agenda. • Realising opportunities for new development on the Council's own land holdings and across the district to enable development and bring forward investments. • Working closely with Strategy, Performance and Communications, including the Local Plan team, so as to realise major planning projects that are of priority for the Council. • Ensuring a high quality Development Management service is effectively communicated and provided across the district with a focus on continuous customer service improvement. • Ensuring that the Development Management team achieves a high standard of professional performance, having due regard to key national and local performance targets. • Preparing detailed reports and attending Corporate Leadership Team meetings and committee meetings of the Council and providing specialist planning advice at those meetings, especially around contentious cases. • Working in close cooperation with other senior managers and Assistant Directors, attending meetings of the Senior Management Team so as to coordinate the delivery of development and key services. • Negotiating and liaising with external stakeholders, Government agencies, land owners and developers on strategically significant developments. • Procuring and commissioning reports from specialist consultants and providing accompanying specialist guidance/recommendations. • Encouraging commercial acumen throughout the team's work in delivering high quality and viable developments that delivery growth and prosperity. • Working closely with senior planning colleagues in local authorities across East Kent in order to deliver the collective planning and economic development of the area.

Autonomy

- This is a senior management role within the Council and the post holder will be expected to have a very high level of autonomy to manage their workload and priorities with minimal managerial direction.
- The post holder will have the independence to lead and shape the specialist area, consulting as appropriate with CLT and Cabinet for discussion, development and approval.
- The post holder will be working on very large and complex long-term planning developments and projects and will be expected to demonstrate the relevant initiative to oversee its development and execution.
- The post holder must have the expertise and confidence to not only make decisions on planning applications, but be prepared to justify their decisions under scrutiny and challenge. The post holder must also be prepared to present sometimes under contentious circumstances to committee meetings attended by the public and press with confidence and authority.

Role specific qualifications, experience and knowledge

- Degree (or postgraduate qualification) in Town and Country Planning, plus membership of the Royal Town Planning Institute.
- Up-to-date expert knowledge of current legislation and best practice.
- Minimum of five years post qualification experience in Development Management at a senior level (either in public or private sector, or both).
- Direct experience of the preparation and presentation of evidence and appearance as an expert witness in a Local Plan Public Local Inquiry/Examination in Public or Section 77/78 appeal.
- Experience of developing strategic plans and corporate objectives.
- Knowledge of 'current thinking' and best practice approaches to inform strategic decision making and planning.
- Experience in successfully leading the delivery of outcomes in a large complex political environment.
- A demonstrable record of establishing and maintaining a strong and effective performance culture.
- Evidence of success in building, enhancing and maintaining the reputation of a specialist area.
- Track record of successful negotiation and implementation of development management programmes with multiple stakeholder engagement.
- Experience of establishing and building effective partnership arrangements.
- Experience of working at a senior level, influencing and advising on policy and strategy within the specialist area.
- An in-depth knowledge and understanding of the changing public sector context and complexities.

Corporate Expectations

- Adhere to the Council's safeguarding policies and procedures and undertake relevant training to help protect children and vulnerable adults within the district.
- To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
- To actively demonstrate the values and behaviours of the Council.
- To ensure our customers are valued by taking into account their views and needs in all that we do.
- To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
- To communicate openly and honestly with colleagues, members and customers.
- To undergo any training necessary to be able to fulfil the requirements of the job.
- To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

Specific Responsibilities	
Staff	Overall responsibility for the Development Management teams, consultants working on planning activities, plus actively maintaining a link to Planning Policy within the Strategy Directorate.
Financial	Responsibility for overseeing budgets and the deployment of resources relating to Development Management, Otterpool Park and other major planning projects.

Role Profile and Person Specification: Chief Planning Officer

Role purpose and commercial focus	Required – Knowledge and skills
<ul style="list-style-type: none"> • To be the Council’s lead professional expert providing advice to the Cabinet and the Corporate Leadership Team with a focus on supporting the delivery of key corporate projects and priorities. • Work collaboratively with the Corporate Leadership Team of the Council and stakeholders to develop and deliver the objectives of the Corporate Plan. • Drive, lead and manage change within the relevant specialist area at pace, ensuring involvement and engagement with key stakeholders. • Work with the political leadership to advise, support, challenge and deliver their vision. In particular, to work closely with the Chairman and Vice Chairman of any Committee’s where the post holder is the lead officer providing advice and guidance. 	<ul style="list-style-type: none"> • The post holder will be self-sufficient in the role, with detailed expertise underpinned by significant theoretical and authoritative knowledge in organisational and business concepts, with the ability to apply knowledge to develop innovative solutions to highly complex problems. • Formal training/qualifications (typically degree/masters/chartered professional qualifications) may be applicable or expertise may have been obtained through extensive relevant experience. • Significant management skills, including resource planning and project management. • Significant experience of setting and monitoring budgets across the relevant service area and accounting for very large expenditures to ensure delivery within available financial resources. • Have advanced theoretical and practical knowledge across a relevant service area, plus detailed organisational knowledge and awareness of the political environment. • Knowledge of advancements in the relevant specialist areas, including different delivery models and the use of digital technology. • Excellent business analytical skills and an ability to retain complex information in order to translate strategy into delivery plans and programmes.
Organising and forward focus	Required – Communicating and influencing
<ul style="list-style-type: none"> • Responsible for establishing policy, performance monitoring and reporting frameworks over the medium and long term, and delivering ongoing improvement. • Lead change programmes within the specialist area, responding to complex and changing situations by using creative problem solving and bringing new thinking, delivery mechanisms and solutions to the Council. • To keep up-to-date with and implement any changes as they apply to the role, whether they are new or amended legal requirements, internal or external policies or any council or delegated decisions. • Frequent reporting will be required, including reviewing reports from officers within the specialist area, which will vary but include analysing business cases, realisation of benefits data, strengths and weaknesses of proposals and ideas or requirements for improvement. 	<ul style="list-style-type: none"> • Experience of building well developed relationships with elected members. • Experience of building sound and productive multi-agency, cross-council partnerships, engaging others in a credible, persuasive way in order to influence the desired outcome. • Ability to resolve a wide range of issues relating to the specialist area that may be complex and contentious, whilst tailoring the response to the appropriate audience (e.g. members of the public or member of parliament) accurately with tact and diplomacy. • Develop and present reports/presentations to the Head of Paid Service and the wider CLT/SMT to create buy-in and support in setting the Council’s future direction. • Develop detailed reports, documents and presentations for a range of audiences, ensuring accuracy of information and data. • Represent the Council at county and national meetings, conferences and events.

Scope of role	Required – Demands of role
<ul style="list-style-type: none"> • The role has a very major responsibility for the relevant specialist area in the development of strategies and policies, which may have impact upon the wider Council. • The post holder has considerable discretion over their specialist area with accountability for decisions made. • The post holder has responsibility for the management of a number of employees within the relevant specialist area, including reviewing the working practices and allocation of responsibilities. 	<ul style="list-style-type: none"> • This is a highly demanding and high profile role subject to high levels of scrutiny of recommendations and decisions, both internally and externally. • Adept and resilient at managing resistance to change. • The post holder will be subject to unavoidable interruptions, which may create conflicting demands on work plans and agreed deadlines. • Produce strategies and long-term plans for this specialist area, which will have numerous wide-ranging and very complex aspects to be taken into consideration.