

**Job Description**

Post Title	<b>Head of Planning and Economic Development</b>		
Post Number	TBC	Grade	Head of Service
Directorate	Services	Salary	£67, 259 - £78, 818
Service/Divisions	Planning and Economic Development		
Section	N/A	Main Office Base	Amersham

**Purpose and Key Objectives**

1. To deliver excellent planning and economic development services to the residents and businesses of South Bucks District Council and Chiltern District Council.
2. To provide effective leadership, management and strategic direction for the service. To lead on the transformational change programme to ensure that all services across Development Management, Planning Support, Enforcement, Building Control and Planning Policy deliver on service and strategic objectives.
3. To work with Leaders of the Council, Portfolio Holders, Cabinet Members and other elected Members on the development and delivery of strategic priorities and objectives and in relation to maintaining, monitoring and improving the performance of the services.
4. As a member of the Councils' joint senior management team to contribute to the development and implementation of the Stronger in Partnership programme and the Councils' vision, values and strategic priorities.

**Principal Duties and Responsibilities**

1. To lead on the transformational change programme of the service responding to complex and changing situations by use of creative problem solving and bringing new thinking, delivery mechanisms and solutions to the organisation.
2. To create teams where a culture of excellent customer service is a key focus for all job activities.

3. To be responsible for budgetary control across the service, financial awareness and the identification of business opportunities for the organisation to maximise income.
4. As part of the Senior Management Team, contribute to the development and delivery of the corporate vision, values and priorities of the Council.
5. Establish and maintain a culture of performance management and continuous improvement focused on delivery, improvement, efficiency, generating and maximising income and constantly open to alternative delivery methods.
6. Champion customer focus, listen to and communicate effectively with residents, customers and key stakeholders including Government departments, senior Officers from District and Unitary Planning Authorities, Buckinghamshire County Council, Town/Parish Councils and local organisations.
7. Act as a specialist advisor to the Council and Corporate Management Team on the services within area of responsibility.
8. Represent and deputise for the Director of Services as required.
9. Act as an advocate for Chiltern and South Bucks Councils', develop partnerships and external relationships which improve the reputation and performance of the Councils'.
10. Ensure compliance with all relevant statutory obligations and best practice within individual service areas.
11. Attain optimum performance in service delivery through the effective recruitment, development, retention and motivation of employees.
12. To promote the Council's Equality and Diversity Policy to ensure service provision and employment practices are non-discriminatory.

### **Special Conditions**

1. This post is politically restricted within the meaning of the Local Government and Housing Act 1989.
2. You will be required to attend evening meetings, work all reasonable hours to ensure deadlines are met.
3. Fundamental to the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever changing pressures which local authorities face, adopting professional techniques and good practice at all times.

4. The Health and Safety at Work Act and other associated legislation places responsibilities for Health and Safety for all employees. Therefore, it is the post-holder's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and other employees in accordance with legislation and the Council's Health and Safety Policy. Specific duties are outlined in the Policy.

You must keep up to date with and implement any changes insofar as they apply to your role be they new or amended legal requirements, internal and external policies or any Council or delegated decisions.

You must work to any standards imposed by the Council in maintaining and improving its status under Investors in People (IIP)

***This job description is a guide to the duties the post-holder will be expected to undertake. It is neither exhaustive nor exclusive and will be changed as working requirements dictate.***

### **Experience**

- Significant experience and evidence of successful leadership and management of a diverse service through a period of transformation change (preferably with experience within the public sector and local government including working with Members on policy and strategy).
- Experience of managing and developing staff, including the establishment of a positive performance culture that has delivered effective performance and continuous service improvement.
- Evidence of successful participation in corporate management and the development of corporate objectives, policies and strategies.
- Evidence of successful implementation of strategies, policies and practices that deliver high quality, customer focused services and translate organisational and service ambitions into real achievements.

### **Ability, skills & knowledge**

- Ability to think, plan and act strategically and corporately, with a creative approach to problem solving and delivery in demanding circumstances and with competing priorities.
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- Ability to develop, communicate, persuade and gain ownership for a new clear vision and direction for the service area.
- Ability to lead, inspire, motivate and challenge others to achieve high performance.
- Ability to build positive relations, to influence and persuade others.
- Ability to build partnerships and productive working relationships with others (internal and external).
- Effective presentation, communication and interpersonal skills and ability to apply these effectively to a variety of audiences.
- A clear understanding and knowledge of service responsibilities.
- A clear understanding and knowledge of local government including its legal, financial, social and political context.

### **Personal Attributes**

- Willingness to demonstrate values and act collaboratively.
- Personal and professional credibility which will command respect and confidence.
- A strategic thinker with a creative and innovative approach.
- A strong and effective manager who leads by example and is an effective communicator, determined, positive and approachable.
- A robust individual, resilient enough to cope with the demands of the role.

### **Qualifications**

- Professional level qualification equivalent to MRTPI
- Post graduate management qualification

- Evidence of continued professional development.