

Job Description

Job Title	Strategic Projects Manager
Directorate	City Development
Service Area	Planning & Building Control
Grade	10
Competency Level	2
Salary	£56,673 - £62,580
Job Type	Hybrid
Location	Citywide
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No.	A9149

Job Purpose

To improve delivery of development projects of strategic importance to the City.

Directly Responsible For:

Senior Planning Officer

Directly Responsible To:

Director of Planning and Building Control



Main Areas of Responsibility:

- To improve delivery of development projects of strategic importance to the City. The key role will work across traditional boundaries within the planning profession and involve the areas of development management, planning policy design and implementation
- To deal with strategic/regionally important planning applications (and associated detailed applications) from submission through negotiation and determination, to implementation and delivery
- To take the lead in meeting developers to ensure the best possible quality of development in the City
- Provide advice and support to the Corporate Director and Director, including City Development projects team, including deputising at key meetings
- To assess and give advice on enquiries which could lead to strategic and complex planning applications, working collaboratively with partners including the Combined Authority and Homes England
- To implement strategies to assist developers in submitting an application in the most appropriate form leading to a reduction in delays in determining applications. This will involve giving a corporate, consistent and comprehensive feedback quickly and effectively
- The preparation of site briefs to provide guidance to developers.
- To attend Committee Meetings and other appropriate meetings of the City Council when required as a representative for the Service
- Indicating areas with any proposal which need to be addressed prior to the submission of a planning application. Also identifying subject areas where further information may be required, such as Environmental Statements, Transportation Assessments, Ecological Surveys, Legal Agreements, etc
- To use all resources (both time and financial) allocated to specific projects and areas of work effectively and efficiently in accordance with service objectives and the Team's work programme

- To monitor and review and ensure a balanced and cost effective discharge of the Service's functions by organising and continuously developing working practices
- Contribute to sustainable development in all duties undertaken
- Embed the Local Plan's vision and strategic priorities in planning decision making to help maximise development opportunities
- To have a good understanding of contract management

Supervision and Management Responsibility:

- Develop targets, monitor the workload and have responsibility for training and development of staff to meet expected outputs/outcomes to ensure the effective delivery of projects

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Monitor financial performance and deliver within budget

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The post will include sitting for long periods of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- Ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- A recognised qualification or relevant experience in Planning giving RTP1 exemption (A/I)

Desirable

- Further qualification or training in management, urban design and other skills allied to Development Management would be an advantage

Experience

Essential

- Extensive experience working in Development Management in an urban area (A/I)
- Dealing with Councillors at Planning Committee and or/ experience of presenting evidence at appeals or in court (A/I)
- Demonstrable experience of project management for major/strategic development proposals, appeals and enforcement (A/I)
- Significant management experience in Planning (A/I)
- Demonstrate experience of creating quality environments in urban areas (A/I)

Desirable

- Experience of training and guiding staff

Skills/Abilities

Essential

- Ability to identify problems, set objectives, initiate action, work to a deadline and monitor results (A/I)
- Ability to communicate effectively both in writing and orally (A/I)
- Excellent communication and presentation skills (A/I)
- Strong, experienced and confident negotiator (A/I)
- Good project management skills (A/I)
- Good understanding of contract management (A/I)

Desirable

- Ability to lead and motivate staff
- Strong leadership skills
- Excellent ICT skills

Commitment

Desirable

- Commitment to service improvements and providing a first class customer focussed service
- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- A positive pro-active approach to development management in an urban authority (A/I)

