

Job Description

Job Title	Team Leader (Planning Policy)
Directorate	City Development
Service Area	Planning
Grade	10
Competency Level	2
Salary	£58,543- £64,645
Job Type	Hybrid
Location	City Wide
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	A8273

Job Purpose

To lead and manage the Planning Policy team and related resources to ensure effective service delivery and meeting targets including the preparation, review implementation and monitoring of the Liverpool Local Plan. Conserve the City's heritage whilst enabling appropriate development across the City and to ensure the delivery of a modern, customer focussed, business friendly service. To deputise for the Head of Placemaking and Policy.

Directly Responsible For:

Planning Policy Team

Directly Responsible To:

Head of Placemaking and Policy

Main Areas of Responsibility:

- To pro-actively support and deputise for the Head of Placemaking and Policy in a wide range of planning policy work and development, including the preparation, review, monitoring and examination of the Local Plan and supplementary planning documents
- To draft reports and presentations for City Council Cabinet meetings, Committees, Sub-Committees, Select Committees, and other meetings; and attend and contribute to meetings on planning matters with Members, senior management and staff from within and outside the Council
- To develop and effectively manage, alongside the Head of Placemaking and Policy the Policy team's work programme
- To support and deputise for the Head of Placemaking and Policy in leading on specific major projects as agreed with the Director of Planning and Building Control
- To personally lead on the development, implementation and continuous improvement of corporate policies within the service
- To ensure that the key processes for Local Plan and SPD production are undertaken including statutory, regulatory and technical requirements; continuous community involvement in accordance with the Statement of Community Involvement; and key appraisals and assessments including Sustainability Appraisal, SEA, Habitats Regulations Appraisal, Equality Impact Assessment and other appraisals and assessments; and Duty To Co-operate

- To pro-actively support and deputise for the Head of Placemaking and Policy in respect of training for all Councillors and Senior Managers in respect of planning policy as appropriate
- To support the Development Management function in respect of providing robust planning policy advice on development proposals; the preparation of practice and advice notes; and the preparation of Appeal Statements
- To represent the Council as an expert witness at Public Inquiries/ and the Local Plan Examination hearings
- To provide policy advice/information in response to development management, area-based initiatives, small area local planning and other key enquiries
- To support, and deputise, for the Head of Placemaking and Policy with regard to the city region planning process
- To assist the Head of Placemaking and Policy in taking overall responsibility for housing, retailing and environmental planning issues
- To ensure the efficient and effective delivery of a mapping service, Geographical Information Systems and databases
- To deliver and promote excellent customer service, externally and internally
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan
- To embed the Local Plan's vision and strategic priorities in planning decision making to help maximise development opportunities
- To participate in all aspects of training and development of staff, including the maintenance of disciplinary standards, as directed. Use all learning opportunities to develop personal skills necessary to improve effectiveness, efficiency and delivery of service in recognition of the Portfolio's business and service targets

Supervision and Management Responsibility:

- To ensure that the work of the policy team is planned, developed, supervised

and co-ordinated to meet the aims and objectives of the service plan and work programme

- To ensure that there is effective communication within the team, with other teams in the service and with the management team
- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- To manages performance and behavioural issues effectively

Budget and Financial Responsibility:

- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- To explore different options for funding and income generation
- To have a detailed understanding of contract management

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:

- Extended periods of sitting and computer work

Corporate Responsibility:

- Contribute to the delivery of the Council Plan

- Deliver and promote 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
- To 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 degree or equivalent in Town Planning or a related discipline which is eligible for Membership of the Royal Town Planning Institute (A,I)

Desirable

- Further qualification or training in management and other skills allied to Development Plans would be an advantage

Experience

Essential

- Extensive experience of Development Plan and Planning Policy preparation in an urban context (A,I)
- Detailed working knowledge and experience of planning policy legislation and processes and procedures; and of applying national planning policy and guidance relevant to the formulation of local planning policy (A,I)
- Extensive experience of preparing, supplementary planning documents, master plans and development briefs (A,I)
- Proven experience of taking responsibility for managing, mentoring and training staff and resource management within a Planning team within an urban authority (A,I)

- Extensive experience of ensuring the delivery of quality places and sustainable and resilient development and places (A,I)
- Extensive experience of working with and presenting to Senior Managers and Members on planning policy matters (A,I)

Desirable

- Experience of sustainability and other appraisals and assessments in the development of local plans
- Experience of Neighbourhood Planning

Skills/Abilities

Essential

- Demonstrable ability to manage and motivate a team (A,I)
- Strong leadership and project management skills (A,I)
- Proven and confident negotiation skills (A,I)
- Excellent report writing skills (A,I)
- Excellent Presentation skills (A,I)
- Excellent communication skills (A,I)
- Excellent organisational skills (A,I)
- Ability to manage your own work programme identify problems, set objectives, initiate action, work to a deadline and monitor results (A,I)

Desirable

- Excellent ICT skills including use of GIS mapping software

Commitment

Essential

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

Other

Essential

- A positive pro-active approach to development in an urban authority
- Commitment to achieving sustainable development through spatial planning