Job Description

Job Title	Head of Development Management (Strategic Projects and Major Applications)
Directorate	City Development
Service Area	Planning & Building Control
Grade	Grade 12
Competency Level	3
Salary	£72,938 - £80,881
Job Type	Hybrid
Location	Citywide
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	A10430

Job Purpose

To lead and manage the Development Management (Projects) functions to provide a modern, customer focussed and business friendly Planning service. This includes strategically important Planning applications and applications defined as major.

This key role will work across traditional boundaries within the planning profession and involve the areas of development management, planning policy design and implementation. It will involve the co-ordination and management of strategic projects and major applications function across the Planning Teams. This includes driving the effective delivery of planning applications from submission through

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negotiation, determination and to implementation. It will involve close working with other teams within the City Development directorate, such as Regeneration, and other council services in the delivery of projects considered to be of strategically important to the council. For example, these may relate to delivery/provision of council services, such as schools, development of council owned sites or projects that will provide significant benefit to residents, such as employment or housing.

This role may form part of a future Delivery Vehicle or may be required to work closely with such an organisation.

Directly Responsible For:

Strategic Projects Managers and Development Management Staff, including Team Leaders, dealing with strategic projects and major applications.

Directly Responsible To:

Director of Planning and Building Control.

Main Areas of Responsibility:

- To lead the delivery of development projects of strategic importance to the City
- To take the lead in meeting strategic and key developers to ensure the best possible quality of development in the city and to meet the Council's growth ambitions
- Provide advice and support to senior managers; such as the Corporate Director, service Director including deputising at key meetings
- To assess and give advice on enquiries which could lead to strategic and complex planning applications
- To work collaboratively with important council partners including the Combined Authority and Homes England along with other key stakeholders, to ensure that the council's objectives are met together with the needs of partners and

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stakeholders. The format and shape of these relationships will evolve over time to embrace national change such as regional devolution and national priorities, such as the current focus on increasing new house numbers, as well as the council's own agenda

- To take responsibility for Strategic Projects and Major applications at the Planning Committee and other appropriate meetings of the City Council including the preparation of information, editorial responsibility for reports and liaison with Committee Services
- To ensure that Strategic Projects and Major applications make a positive contribution to the strategic Local Plan including the preparation of land use allocations and development management policies based on sound evidence
- Responding to development enquiries from within and outside the Council, including the provision of advice to the Senior Managers in respect of the Council's land holdings
- Provide strong performance management by owning and developing service planning, performance measurement ensuring that continuous improvement is delivered. Set appropriate target levels of service and ensure these are met
- To provide support to the Head of Development Management (Neighbourhoods & Infrastructure), working across the planning service, and deputise as necessary
- To undertake or assist in undertaking city-wide and area based planning policy preparation and implementation
- Implement relevant core Regeneration and Planning strategies and associated policies
- Embed the Local Plan's vision and strategic priorities in planning decision making to help maximise development opportunities
- Effectively manage, support and promote the development of Council policy and joint strategic plans
- Develop and maintain effective relationships with physical development and regeneration partners across the City, regionally and nationally

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- Develop and maintain a clear understanding of the needs, concerns and expectations of local communities and ensure these are fairly represented in the Planning process
- Build and maintain effective networks in order to seek out new ideas and innovations to improve service delivery
- Deal with conflicting demands to establish corporate priorities
- Represent the Planning Service at local and regional events as required for learning and sharing opportunities
- To ensure co-ordination and liaison with staff in the Building Control team
- To have a good understanding of contract management
- To liaise with other local authorities, Combined Authority and organisations over development plans and strategic planning policy issues ensuring that the City Council complies with the duty to cooperate
- Representing the Council and Director of Planning & Building Control in committee meetings, other member bodies and such external working groups as required
- Develop and maintain information systems to support plan, strategy and policy development work

Supervision and Management Responsibility:

- Commitment to managing people well and in line with the Council's People Plan
- Effectively manage the development management service including setting objectives and managing performance
- Manage, motivate and develop staff within the service. Create a positive learning and working environment through delegation and mentoring
- Initiate and develop strong working relationships, both internally and externally. Ensure that there is effective communication within the teams, with other teams in the service and with the management team
- Business continuity and risk management

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Budget and Financial Responsibility:

- Provide strong financial management of the Planning Service by owning and developing financial planning, robust financial and budget management ensuring that continuous improvement, value for money and best value are delivered
- Management of their own functional cost centre budget
- To explore different options for funding and income generation

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:

- Mainly desk based, with site visits as and when required

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to 'Our Promise' by leading by example, 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

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- 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
- Participation in the tactical / out of hours rota
- Completion of the relevant leadership development programme

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 **3.**

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.

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Person Specification

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

Qualification and training

Essential

- A degree/diploma or equivalent experience in Town Planning. The resultant qualification must be RTPI recognised (A,I)
- Further training in management, local planning or other skills allied to Development Management (A,I)

Desirable

- Management qualification.

Experience

Essential

- Experience of managing a Development Management Team within an urban authority (A,I)
- Experience in the wider management of the planning function (A,I,P)
- Demonstrable experience of dealing with large scale development proposals, appeals and enforcement (A,I)
- Demonstrate experience of creating quality environments (A,I)
- Significant experience of complex planning issues in a large urban area (A,I)

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Skills/Abilities

Essential

- Excellent report writing skills (A,I)
- Excellent presentation skills (A,I,P)

Desirable

- The ability to manage, motivate and lead a team of staff
- Excellent communication skills
- Proven and confident negotiation skills
- Comprehensive knowledge of all support processes in relation to development control
- Excellent ICT skills
- Ability to work as part of a team
- Excellent organisational skills
- Self-motivated with the ability to work with a minimum of supervision and be well organised

Commitment

Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Ability to attend some meetings during the evening

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Desirable

- A positive pro-active approach to development management in an urban authority

Other

Desirable

- Possess a full driving licence