

Job Title: Conurbation Planning Policy Manager

Department: Development and Growth
Service: Planning Strategy and Building Control
Grade: I
Post reference number:

1 Job purpose

The postholder will support the Greater Nottingham Growth Point Planning Manager in the development and management of a shared, comprehensive strategic planning service for all the local planning authorities across Greater Nottingham in an efficient, effective and economic manner, whilst adhering to Corporate, Departmental and Government priorities.

They will work with a wide range of colleagues and partners in the delivery of a Greater Nottingham Strategic Planning service, including production of all aspects of the Strategic Plan, such as strategic site formulation, which will deliver the partner Councils' Planning objectives.

2 Principal duties and responsibilities

1. To provide leadership and management, ensuring the vision, mission and identity for the Greater Nottingham strategic planning service is fully embedded. This will include contributing to the development of City and Greater Nottingham-wide policies and strategies with the following key objectives:
 - To lead at senior officer and political level the development, preparation and adoption of a common, shared Strategic Plan for Greater Nottingham, including policy formulation, strategic site development and monitoring, and representing the interests of the Greater Nottingham councils.
 - To represent all the Greater Nottingham Councils at meetings with stakeholders, partners and external bodies, and at Public Examinations.
 - To manage the coordination and delivery of a Strategic Plan within all local authorities constituting Greater Nottingham in accordance with an agreed timetable.
 - To lead and manage cross conurbation research activities to inform the development of LDF planning policies, including the commissioning and management of research and other studies to facilitate LDF preparation, strategic site delivery and other aspects of the Growth Point.
 - To promote the benefits of joint working within the constituent local authorities and with external partners.
 - To prepare and present reports on relevant work to senior officers, cabinets/executive boards or other decision making bodies of the partner authorities.
 - To carry out regular informal and formal engagement with Councillors, partners, stakeholders and communities.
 - To engage with major developers, statutory bodies and infrastructure providers.
 - To deputise for the Greater Nottingham Growth Point Planning Manager as required.
2. To contribute to setting service performance against SMART objectives, financial and operational targets

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3. To review service and /or project performance against budgets and to ensure clear success criteria, holding project members and/or budget holders to account.
 4. To manage performance of those within the service, tackling underperformance, sickness absence etc within the team and wider service where necessary.
 5. To take an active role in the financial and business planning processes.
 6. To ensure the highest standards of customer service for the team and service, rigorously monitoring processes, practices and presentation.
 7. To regularly seek citizen/customer feedback, proactively dealing swiftly with criticism or complaints, and seek to improve service year on year.
 8. To effectively engage and influence political leadership, building trust, credibility and rapport.
 9. To give technical and professional advice to the Authority and Partners where appropriate.
 10. To build networks and relationships across the service, the Council and Greater Nottingham, ensuring an excellent and accessible customer service to Councillors, Citizens, the business community, community groups, the Emergency Services, general public etc.
 11. To scan the wider Council and political environment to consider the impact of changes on own area of work, sharing analysis with colleagues.

3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

5 Numbers and grades of any staff supervised by the post holder:

As necessary, allocate specific tasks to other staff and supervise their activities.
6 x LDF Managers or equivalent

6 Post holder's immediate supervisor: Greater Nottingham Growth Point Planning Manager

Prepared by/author: Matt Gregory/PMcAnespie

Date: January 2020

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Person Specification



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City Council**

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Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Qualifications	A degree or equivalent in Planning or related discipline.		✓			✓
	Qualified to be eligible for membership of relevant professional organisation e.g. RTPi		✓			✓
Knowledge / Technical Requirements	Detailed knowledge of current planning legislation, policies, procedures and practices relating to planning to resolve service challenges and develop proposals to support service delivery.		✓	✓	✓	
	Up to date knowledge and implementation experience of current and emerging planning, economic development, housing and regeneration legislative requirements and statutory responsibilities pertaining to the post.		✓	✓	✓	
	Experience in commissioning and analysing complex evidential reports and research to inform the development of planning policy.		✓		✓	
	Experience of preparing major statutory planning policy strategies and or programmes.		✓		✓	
	Ability to manage, communicate and implement positive service change.		✓		✓	
Leadership	Ability to analyse complex situations and make decisions leading to positive action.		✓		✓	
	Experience in promoting and delivering shared priorities with team members, partners and others in a motivational and inclusive way.		✓		✓	
Performance	Experience in setting goals and quality targets for performance, encouraging continual development and challenging poor performance.		✓		✓	
	Experience in assimilation, analysis, interpretation of complex planning, economic, environmental and demographic information and data to assist in prioritisation of activity, policy development, and tracking and reporting of outcomes.		✓		✓	
	Ability to review and implement service development to address customer and corporate		✓		✓	

	needs					
Partnership Working	Experience of working with a wide range of stakeholders and partners, to efficiently deliver a range of planning policy outcomes that meet customer needs, and to promote the benefits of partnership working.		✓	✓	✓	
	Ability to provide complex technical advice and explain and communicate proposals with wide ranging and significant impacts for the Council in simple language to promote clear actions.		✓		✓	
Skills & Abilities – Interpersonal	Ability to present and communicate planning and associated issues in an appropriate and effective manner to a wide range of customers, stakeholders and partners.		✓	✓	✓	
	Ability to support and sustain a positive, proactive and effective team based approach		✓		✓	
	To be diplomatic and approachable and to have experience of conflict resolution and negotiation		✓		✓	
	Ability to provide a service to a diverse range of service users, partner organisations, staff, etc. to promote good relations and equality.		✓		✓	
Work to promote mutual respect and good relations	Ability to support service delivery to a diverse range of stakeholders, promoting good relations and equality.		✓		✓	
	Must demonstrate an awareness and understanding of equality issues and a commitment to the implementation of Nottingham City Council's Equality and Diversity Policy.		✓		✓	
Work related circumstances	Willingness to comply with Nottingham City Council non-smoking policy.		✓		✓	
	Ability to work outside normal office hours		✓		✓	



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