



## JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES) Manager Template

<b>JOB TITLE:</b>	Team Leader Planning Policy		
<b>GRADE:</b>	G11	<b>SERVICE AREA:</b>	Economy, Environment & Communities
<b>JOB CODE:</b>	EEC43TLPPG11		
<b>REPORTS TO:</b>	Group Manager Planning	<b>LOCATION:</b>	Civic Centre, Darwall Street, Walsall, WS1 1DG
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"><li>Occasional evening and weekend working may be required in order to serve various meetings, steering groups and Committees.</li><li>Casual Car User Allowance</li><li>The role will be subject to a relevant degree in a planning or a similar/related subject matter or equivalent.</li><li>Politically restricted post under the Local Government and Housing Act 1989.</li><li>This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.</li></ul>		

At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential. As leaders of people, managers will:

- Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves;
- Embrace change and strive for improvement continuously;
- Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality;
- Challenge the status quo, enable and empower, act with integrity.
- Together, they will deliver services that the people of Walsall will be proud of.

### 1. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Through personal commitment and clear action, the post-holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in

employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.

- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

## **2. Main purpose of the job role:**

- To be responsible for leading and managing a team of strategic planning policy officers responsible for the preparation, monitoring, review and application of statutory planning strategy, maintaining a strategic overview of regeneration activity, and representing Walsall's interests in national, regional and sub-regional planning and regeneration policy issues.
- Day to day management of a team of strategic planning policy officers including monitoring performance.
- Accounting for Budget monitoring.
- To lead the formulation of planning strategy, principally the preparation, monitoring and review of all formal documents which form part of the Local Development Plan, with particular regard to those areas of specialism.
- Deputise for the Head of Planning & Building Control or Group Manager Planning as required.

## **3. Role specific duties and accountabilities:**

### ***Horizon Scanning***

- To maintain a strategic overview of regeneration activity, with particular regard to agreed specialist areas, and to contribute to the development of programmes and initiatives for the economic revitalisation, urban regeneration and sustainable development of the Borough, and the promotion of development and enhancement opportunities.
- Chair and participate in working groups, task groups, and to be fully involved in team and service planning.
- To Negotiate and liaise with developers, Councillors, other Council Officers, other authorities, development agencies and statutory undertakers, members of the public and others in dealing with planning policy matters.
- Collaborate with others to explore new ways of working that achieve the best outcomes for our customers and staff.

### ***Leading People***

- To provide day to day management and delivery of strategic planning policy matters, including the development and delivery of the statutory Development Plan and planning applications as appropriate.
- Carry out APC's with the team and follow HR and Health & Safety processes
- To lead the implementation and application of planning strategy, by ensuring advice is provided on planning applications, and other development proposals with planning strategy implications.

- To lead on the development of supplementary planning guidance to support the policies of the development plan.
- To support the Group Manager in representing Walsall's interests in strategic planning issues at the national, regional and sub-regional levels, including commenting on Government planning policy guidance, preparing representations on the development plans of other local authorities, responding to major development proposals outside the Borough, and participating in inter-authority working.
- To deputise for the Head of Planning & Building Control or Group Manager Planning and other senior managers as required.

### ***Managing Resources***

- To lead the commissioning, and ensure the management of any research and surveys as may be required for policy development and monitoring.
- To assist by accounting for a team budget ensuring that spend is reported accurately and accounted for in a way that ensures value for money.

### ***Managing Performance***

- To oversee and supervise the work programmes of officers in the team.
- Review and manage performance of the team and service developing improvements where required.
- To present the Council's strategic planning policy position at examinations/inquiries into the Development Plan, into other planning policy documents concerning other planning proposals and planning applications, as necessary.
- To represent the Service in advising on strategic planning and regeneration policy issues, as appropriate, at Council and other Committee meetings, other formal partnership meetings, corporate steering groups or community based working groups, and at meetings/working groups with external partners, public meetings, and to other relevant bodies and individuals.

### ***Managing Self***

- Be responsible for personal professional development to stay relevant and up to date with professional knowledge and practices.
- Develop and maintain relationships with key stakeholders internal and external, Local Authorities, Contractors, Consultants and developers to provide feedback and resilience on performance.
- To advise and liaise with other Council officers on planning and regeneration strategy, to help inform the consideration of planning applications and the preparation of related Council strategies or proposals.

## **4. Key Stakeholders and reporting lines**

- Report to Group Manager Planning



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Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form =A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> <i>refer to corporate behaviours document</i>		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	A/I	3
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
Ability to lead, manage and co-ordinate the workload of a team of officers	A/I	3
Ability to undertake performance management within the team and commitment to continuous improvement	A/I	3
Ability to represent the Council in the capacity of a planning policy lead and ability to communicate, negotiate and influence a wide range of stakeholders, managers and partners from other agencies to promote planning policy	A/I	3
Ability to form and maintain relationships and professional working	A/I	3
Excellent presentation and written communication skills	A/I	3

Excellent report writing skills and experience of preparing strategies and action plans, and presenting these at both formal and informal meetings	A/I	3
Ability to demonstrate excellent organisational skills	A/I	3
Good computer and general IT skills	A/I	3
Track record of consistent high achievement	A/I	2
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post.	I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
Extensive practical experience at a senior level of strategic planning, regeneration, and wider planning related activity.	A/I	3
Working knowledge of project management techniques	A/I	3
Experience of working in a planning policy/regeneration environment such as local authority, regional development agency or private sector	A/I	3
Knowledge of key roles and responsibilities of partner agencies involved in planning policy and regeneration matters	A/I	3
Experience of engaging with service users, partners and wider stakeholders and able to demonstrate an ability of dealing with their particular needs	A/I	3
Knowledge of public procurement regulations	I	2
Experience of producing technical reports	A/I	2
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Degree level qualification in Town Planning/ Geography/ Regeneration or a related discipline	A/I	3
Post-graduate level qualification in a planning or a similar/related subject matter, and be eligible for full membership of the Royal Town Planning Institute.	A/I	3
<b>Other Essential Requirements</b>		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
<b>Prepared by:</b>	Alison Ives	<b>Date:</b> 07/09/2021