

Role Description and Employee Specification

Job title:	Head of Place	Location:	Coleford (Agile working policy applies)
Department:	Communities and Place	Service:	Place (Planning Services)
Reports to:	Director – Communities & Place	Working Hours:	37 per week
Salary	£71,750 – £82,000	Peer Group	
Business World Post number:	New Post	Job Group	Head of Service
Contract type:	Permanent	Direct Reports (if applicable):	Development Management & Planning Enforcement Forward Planning & Ecology Building Control Strategic Housing

Overall purpose of the Post:	<p>The purpose of this role is to provide strategic vision, empowerment and strong leadership for the Council's sustainable place-shaping services, in supporting its aspirations to foster thriving communities and economic prosperity, while ensuring environmental sustainability. These include Development Management, Planning Enforcement, Forward Planning, Strategic Housing, Building Control and specialist services included Ecology and Conservation.</p> <p>Demonstrate excellent place leadership by adopting a collaborative, multi-solving approach to develop and maintain sustainable communities, tackle the climate and ecological emergencies, foster a people-centred approach to economic prosperity, improve people's quality of life and meet customer needs.</p> <p>Act as principal professional adviser to the corporate and political governance of the Council and develop and maintain effective and productive working relationships with key stakeholders.</p> <p>The role requires strategic vision and strong leadership to ensure effective planning and execution of services according to the NPPF, Local Plan and Council priorities.</p> <p>The role is required to oversee the core functions and performance of these teams against internal and external KPIs and objectives. To identify more efficient ways of working, areas for improvement and enhanced collaboration across the place-shaping teams.</p>
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<p>Key Tasks and Responsibilities:</p>	<ul style="list-style-type: none"> • Provide guidance and leadership to the place-shaping teams to identify priorities, agree objectives and establish measures of success. • Drive innovation and reform using digital planning to add value to public consultation, to improve the quality of submissions, speed of processing and explore the wider use of Artificial Intelligence and Automation as a tool for transformation and improvement in the customer experience. • Oversee the day-to-day operations of teams and always ensure strategic alignment. This also includes overseeing workloads, team budgets, resourcing requirements and processes. • Monitor and evaluate team performance against agreed standards, identifying areas for improvement, taking appropriate action, and celebrating success wherever appropriate to do so. • Inspire and empower team members to foster a culture of continuous improvement, collaboration and innovation and to provide excellent colleague and customer experience. Seek out ways to streamline processes, enhance efficiency and optimise resource and budget allocation. • Collaborate with internal and external stakeholders to understand their needs, priorities and challenges to build strong relationships, effective communication and collaboration on place-shaping related initiatives. • Identify and manage risks and opportunities related to team activities and council priorities and develop strategies to mitigate risks and capitalise on opportunities presented. • Stay abreast of industry trends, regulations, and best practices to ensure the Council remains at the forefront of excellence. • Keep abreast of external changes or opportunities impacting or relevant to services that need to be managed or incorporated into new ways of working, ensuring stakeholders are always informed. • To be politically astute and engage effectively with elected members, the wider local community and in representing the Council's interests in place-shaping related matters, including providing interpretation and guidance of impact and implications of new legislation and guidance. • Prepare and present reports and recommendations to Council, Cabinet, the Planning Portfolio Holder and other committees.
<p>Essential requirements - knowledge & qualifications, skills, abilities and experience</p>	<ul style="list-style-type: none"> • Educated to degree level or equivalent in a relevant profession, preferably Town & Country Planning • At least five years' post qualification experience in the relevant field • Relevant professional membership of The Royal Town Planning Institute • Excellent working knowledge and understanding of current planning issues related to Development Management and Forward Planning • A firm understanding as to how digital planning can drive service transformation • Ability to interpret and act on complex or changing legislation impacting on planning services and leading successful negotiations with developers • Proven track record at working at a senior level in the public sector or similar organisation • Experience of managing services during periods of organisational change and implementing change management programmes • Ability to translate and influence strategic direction

	<ul style="list-style-type: none"> • Ability to work effectively in a political environment and establish effective working relationships with members, the public and other community bodies • Excellent in managing and supervising multi-disciplinary teams, organising work programmes, measuring and improving performance • Proven track record to lead, inspire and successfully motivate others towards shared objectives • High level of judgement, tact, discretion and initiative, with experience working in a politically driven environment • Be a strategic thinker, influencer and planner • Excellent written and verbal communication skills, including the ability to speak in an open or public setting • Competent in using a range of technology and software packages, including Microsoft and Microsoft Teams
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Desirable Requirements Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • Proven track record of working with internal/external customers, partners/clients and elected members • Extensive experience formulating strategies and policy documents • Experience managing and responding to customer or resident complaints • Proven track record in leading projects
General Accountabilities:	<ul style="list-style-type: none"> • The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. • Work in compliance with the Codes of Conduct, Regulations and policies of the council. • Undertake any other duties as reasonably required to do so. • To have effective business continuity arrangements in place for your services and ensure an appropriate response to a major incident can be made, including taking up a designated role within the emergency management framework.
Special Conditions:	<ul style="list-style-type: none"> • You will be expected to work reasonable additional hours in line with the needs of the service. • Full UK Driving Licence. • Ability to travel / access to a vehicle for work purposes. • Politically restricted postholders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority, the House of Commons, or the European Parliament.

Date reviewed:	October 2024
Reviewed by:	Nigel Brinn
Manager job title:	CEO
Date of issue:	October 2024
Checked HRBP:	Clare Jones