



Job Description		
Job title:	Group Manager – Planning Policy	
Contracting Council:	South Holland District Council	
Service/ Function:	Growth - Planning	
Grade:	SM2 - £58,837 to £68,929	
Hours:	37	
Reports to:	Assistant Director – Planning & Strategic Infrastructure	
Liaison with: (e.g. Officers, Councillors, Town and Parish Councils, Partners)	<ol style="list-style-type: none"> 1. Councillors 2. Corporate Management Team 3. Senior Managers 4. PSPS 5. Lincolnshire County Council and Lincolnshire Districts 6. National, Regional and Local professional networks 	
Resource Accountability	Financial	Budget Responsibility
	Direct Reports	Policy Teams, NSIP officer and Ecologists
	Physical and Information	Processing of data and information
Purpose of the job		
<ol style="list-style-type: none"> 1. To provide strategic leadership in respect of Planning Policy services (including Ecology/BNG and NSIPS) within the South and East Lincolnshire Councils Partnership (S&ELCP) ensuring the effective management of compliance, performance and finances whilst optimising customer service and commercial viability. 2. To support the Assistant Director – Planning to provide effective corporate leadership of the S&ELCP and to each sovereign council partner and model the values and behaviours of the organisation. 3. To co-ordinate the activities of the service teams ensuring alignment of delivery to S&ELCP and sovereign council / service priorities and maximising opportunities to deliver cross cutting S&ELCP priorities and financial stability. 4. To collaborate and work closely with external partners/stakeholders and other Directorates to deliver local and regional priorities for the sub region. 		
Key accountabilities		
<ol style="list-style-type: none"> 1. To provide professional advice to the Assistant Director - Planning and elected members with regards to relevant service policy and strategy. 2. To provide the leadership and vision necessary to coordinate service activities across the S&ELCP and each sovereign council to drive forward efficiency, effectiveness and key priorities. 3. To effectively manage resources whilst also ensuring that opportunities for improving and transforming services are maximized across the S&ELCP. 		

4. To ensure that the Council maintains a strong focus on customer service, commercial acumen and maximizing the capability and competency of service team(s).
5. Providing strategic leadership together with effective management of performance and resources to enable provision of high quality, accessible and locally responsive services to residents, businesses and service stakeholders.
6. To provide advice and prepare proposals on development of commercial opportunities that maximize income and opportunities that improve efficiency and effectiveness of services and the customer experience; including strategic implications, costs, marketing etc to deliver demonstrable benefits.
7. To manage the performance of direct reports and team members, coaching them to high achievement through both performance objectives, values and behaviors and the competency framework.
8. To seek opportunities for maximising customer satisfaction for the S&ELCP and each sovereign council through, for example closer collaboration, partnership working, commercial focus, marketing and effective management of contracts, staff and financial resources.
9. To develop and implement relevant policy, practices and procedures of the S&ELCP and each sovereign council, with a focus on compliance and protection of the rights, well-being and safety of residents.
10. To work positively, effectively and collaboratively with partners across the sub region for mutual benefit and to support delivery of the S&ELCP strategic priorities and the corporate plan objectives of each sovereign council partner.
11. To take responsibility for writing reports, attending member meetings (internal and external), giving presentations, communicating with the press and internally, handling emergencies and working to tight deadlines.
12. Using the S&ELCP project management framework and governance arrangements to delivery strategic projects set out in the Annual Delivery Plan ensuring full engagement with support services, CMT, elected members and other stakeholders, to deliver projects on time and budget.
13. Adopting a flexible approach to working hours will be essential to the successful management of the demands of this role.

Knowledge and Skills

Essential:

- An in-depth knowledge and understanding of Planning law, guidelines and practices in support of planning e.g. conservation and enforcement.
- Evidence of transforming/modernising services successfully to improve service delivery.
- A proven track record of leadership and management in a broadly comparable working environment.
- Effective management of service improvement and change.
- Sound political judgement and experience of influencing decision makers and community opinion to achieve project objectives.
- Experience of Local Plan preparation at a senior level.
- Experience in managing pro-active and highly motivated teams of people in delivering quality and enabling services
- Sound appreciation of allied professions, including urban design, landscape architecture, ecology, and heritage/conservation.
- Able to demonstrate strong leadership, motivational and inspirational skills with the ability to utilise these successfully internally and externally.
- To see the strategic picture in terms of economic and community regeneration that will support the delivery of the Council's key priorities.

Desirable:

- Experience of working in a local government/political environment.

<ul style="list-style-type: none"> • Demonstrate highly-developed negotiation skills in respect of major planning proposals and the ability to communicate effectively. • Demonstrate excellent written, oral and presentation skills together with the ability to relate to people at all levels. • Sound project, financial, ICT and performance management skills. • The ability to analyse complex issues and present them in an understandable form to a wide audience. • Knowledge of the wider political and service delivery agenda of Councils. 	
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Educations/ Qualification	
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<p>Essential:</p> <ul style="list-style-type: none"> • Educated to degree level or equivalent in a relevant discipline. • Full driving licence and access to vehicle. 	<p>Desirable:</p> <ul style="list-style-type: none"> • Holding corporate membership of a professional institute such as the RTPI or working towards such. • A recognised management qualification • A postgraduate qualification relevant to service improvement/delivery
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Physical/ Mental/ Emotional Demands

<ul style="list-style-type: none"> • Mainly office based working demands with routine site visits.

Working Conditions

<ul style="list-style-type: none"> • Mainly office based working demands with routine site visits.

General

The job description is intended to serve as an indication of the character and general level of the post. They activities are not in order of priority and they should not be considered as final or exclusive. The list may be changed depending on the operational circumstances of the Councils.

As an employee of South Holland District Council you must comply with the Health and Safety policies and attend the compulsory Health & Safety training as and when requested.

You will be required to undertake any necessary training to enable you to perform your duties effectively.

There will be multiple policies and guidance you must adhere too as part of your employment contract.

Job description created/ updated by		
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	Name: Phil Norman – AD Planning	Date: Nov '24
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