



Job Description		
Job title:	Group Manager - Planning Support	
Contracting Council:	South Holland District Council	
Service/ Function:	Growth - Planning	
Grade:	SM3 - £51,993 to £58,837	
Hours:	37	
Reports to:	Assistant Director – Planning & Strategic Infrastructure	
Liaison with: (e.g. Officers, Councillors, Town and Parish Councils, Partners)	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	Technical Support Leads, s106 monitoring lead
	Physical and Information	Processing of data and information

Purpose of the job	
1. To provide strategic leadership in respect of Planning and Technical Support, including s106 Monitoring, services 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	
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. 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.
12. 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 guidelines and practices.
- 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.
- Experience in managing pro-active and highly motivated teams of people in delivering quality and enabling services
- Able to demonstrate strong leadership, motivational and inspirational skills with the ability to utilise these successfully internally.
- 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.

Desirable:

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

Educations/ Qualification

Essential:

Desirable:

- A recognised management qualification

<ul style="list-style-type: none"> • Educated to degree level or equivalent in a relevant discipline or ability to demonstrate significant and senior work-place experience relevant to the role. • Full driving licence and access to vehicle. 	<ul style="list-style-type: none"> • A postgraduate qualification relevant to service improvement/delivery
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Physical/ Mental/ Emotional Demands

- Mainly office based working demands with routine site visits.

Working Conditions

- 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	Name: Phil Norman – AD Planning	Date: Nov '24
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