

## JOB DESCRIPTION

**Job title:** Performance and Technical Manager  
**Directorate:** Planning  
**Grade:** 9

### JOB CONTEXT / DIMENSIONS / RELATIONSHIPS:

**Reports to:** Director of Planning  
**Manages:** Team of 7 6 x direct reports  
**Liaison with:** All relevant stakeholders, internal and external

### JOB PURPOSE:

- Assessing, reviewing and developing the delivery of an exemplary planning service directly and through partnership working to deliver a service which meets best professional standards.
- Development and implementation of a performance management framework identifying measures to support effective delivery of the NPA planning service.
- Provide high level support for major projects/planning applications as designated

### KEY ACCOUNTABILITIES:

- Lead, supervise and contribute professional expertise to the operation and development of the SDNPA planning service
- Lead, manage, motivate and develop a team of expert staff co-ordinating and delivering the defined programme of work and contributing to the delivery of outcomes as specified
- Identify and develop projects and programmes as required.
- Negotiate payments and receipt of income
- Liaise with Local Authorities and other partners to develop joint contributions to planning service development
- Identify robust financial, performance and other service information from local authorities and other partners relating to planning service provision
- Lead and advise on issues relating to performance convergence and payments to local authorities for planning services
- Provide professional planning input to the development of an effective IT service
- Represent the Director of Planning and the SDNPA at meetings as appropriate
- Develop and contribute to monitoring and review of procedures.
- Contribute to the development of corporate and service plans to facilitate work programmes and to provide an effective performance management framework
- Provide effective, professional contributions to the corporate work for the SDNPA in the development plans and the Local Development Framework and their implementation
- Other duties requested by the SDNPA in line with the grading of this post.

## **CORPORATE RESPONSIBILITIES**

Maintain awareness of and compliance with the ethical, legal and policy framework within which the organisation operates including, but not limited to:

- Authority Purposes and Duty
- Performance Development Review Scheme
- National Park Circular 2010 and any subsequent updates
- Data Protection Act
- Freedom of Information Act
- Officers Code of Conduct
- Member/Officer Protocol
- Health and Safety Policies and Procedures
- Equality and Diversity Policy
- Information Technology User Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role