

JOB DESCRIPTION



Job title: Major Planning Projects and Performance Manager
Directorate: Planning
Grade: 9

JOB CONTEXT / DIMENSIONS / RELATIONSHIPS:

Reports to: Director of Planning
Manages: The Planning Projects and Performance team
Liaison with: All relevant stakeholders, internal and external

JOB PURPOSE:

- Management of a team and individuals to lead and advise on major and significant National Park planning related projects to deliver Partnership Management Plan and Local Plan outcomes
- Assessing and developing the delivery of an exemplary planning service through partnership working (hosted planning development management arrangements) to deliver a service which meets agreed professional standards.
- Providing high level support and/or deal with major projects/planning applications as designated

KEY ACCOUNTABILITIES:

- 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 e.g. Planning Performance Agreement process, introduction of Community Infrastructure Levy, Whole Estate Plan production and implementation; Affordable Homes Project within the National park etc.
- Identify and develop projects and programmes as required, in conjunction with other senior managers within the organisation and external partners.
- Negotiate payments and receipt of income through shared development management planning arrangements
- Liaise with Local Authorities and other partners to develop joint contributions to planning service development and improvement
- 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 and direct management to the development of an effective specialist planning team
- 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
- This is a politically restricted post as defined by the Local Government and Housing Act 1989
- 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 requirements including General Data Protection Regulations (GDPR)
- 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