
Recruitment information

Job description and person specification

Your title	Head of Planning & Environmental Health
DBS	N/A
Post number	PRN000382
Your Service	Planning & Environmental Health
Directorate	Place & Community
Your line manager	Strategic Director

The main purpose of the role:

To develop, promote and manage all aspects of the work of the Planning & Regulatory Services Teams recognising its profile with stakeholders and the major role that it can make to achieve the Council's vision and key developments.

To contribute to the development and implementation of policies for the effective management of the Council as a whole.

Specific duties and responsibilities

Provide clear leadership that enables the high-profile service to deliver its objectives in line with the Service Delivery Plan, the Council's vision and key developments.

- Produce the Planning & Regulatory Services' annual Service Delivery Plan.
- Take strategic responsibility for the performance and management of the Team ensuring that its resources are utilised efficiently and effectively taking actions as necessary to achieve agreed targets within the framework provided by the Council's performance management procedures and other policies.
- Review national, regional and legislative changes relating to the Teams' services. Take appropriate steps to keep Elmbridge at the forefront of providing innovative services, developing new strategies, policies and procedures as necessary.
- Actively promote and market the services of the Team and the Council so that they are perceived in a positive way by all stakeholders and partners.
- Developing income generating and cost-cutting policies and procedures with the Directorate to maximise effectiveness of service delivery.
- Plan, allocate, monitor and manage the Planning & Regulatory Service budget and ensure that action is taken where spending or income is not in line with the Council's Financial Strategy and/or budgets.
- Establish and maintain effective working relationships with the Portfolio Holders, Committee Chairperson and with all relevant internal and external key partners.

- Work with Service Head colleagues to ensure close joint working on cross-cutting issues and projects.
- Ensure that the statutory provisions governing the functions of the Service are met.
- Ensure that the Team secures and maintains a customer-focused culture and periodically re-evaluates service delivery to meet future customer needs.

Specific regulatory services responsibilities

- To provide the following high-quality, efficient and effective services:
 - Development Management, processing planning applications exceeding Government targets whilst achieving high quality decisions that can be properly defended at appeal;
 - Licensing;
 - Environmental Health;
 - Land Charges.
- To deliver and update a sound and sustainable Local Plan and Supplementary Planning Documents within the targets set out by Government, reflecting the aspirations of local people and interested parties.
- To manage the collection and expenditure of Community Infrastructure Levy, including the supervision and governance of CIL projects.
- To manage the Council's policies and strategy for regeneration projects in the borough leading the cross council Regeneration Officer Working Group.
- To ensure that complaints about unauthorised developments are properly investigated and that sound decisions are taken as to whether or not it is appropriate to take enforcement action.
- To protect and enhance the Borough's built and natural environment, in particular historic buildings and conservation areas, and to promote a high standard of design, landscaping and sensitivity to local characteristics.
- To manage the Borough's stock of Tree Preservation Orders and provide high quality advice to assist in the protection of the Borough's tree reserve. Maintaining a proactive and responsive Tree Preservation Service, overseeing the management of protected trees, the processing of tree applications and notices for works to protect trees.

- To provide an efficient and effective land charges service.
- To represent the Council at a senior level in meetings with external organisations, protecting the Council's interests in relation to emerging policy at national, sub regional and county levels and to the plans and policies of other local authorities, agencies and organisations.
- Act as the Council's representative on the Elmbridge Building Control Services board.

Corporate responsibilities

- Assist the Council Management Board in setting and delivering the Council's vision, key developments and its strategic direction.
- Demonstrate commitment to corporate working including participating in, and where appropriate lean on corporate projects and cross-cutting issues (e.g. Improvement Projects, Best Value Reviews, Scrutiny reviews, etc).
- Keep fully informed of key organisational issues and the wider local government agenda to be able to respond innovatively and effectively to corporate challenges and opportunities.
- Assist and where appropriate take a lead role as a member of the Leadership Team.
- The post holder will be expected to participate in the Council's Emergency Plan and Business Continuity Plan and elections

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on board other tasks from time to time, in keeping with your role, of course.

Your conduct

We expect the highest standards of conduct from our employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment, ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individual's personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Politically restricted post

Under the Local Democracy, Economic Development and Construction Act 2009 (amended 2011), your post is subject to political restriction. This means that you are prohibited from taking part in the following political activities:

- Standing for election as a member of the House of Commons, European Parliament or a Local Authority; holding office in a political party
- Canvassing on behalf of a political party or any person standing for election
- Speaking or writing in public (including publishing any artistic work) if it appears to elicit public support for a political party (this does not preclude you displaying a poster or other document on your own property or possessions)
- Failure to comply with these rules may result in disciplinary action. Further details of the restrictions can be obtained from Policy & Performance

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

**Head of Planning & Environmental Health
Team: Planning & Environmental Health
Salary: Head of Service Band 2 £86,775 –
£97,374**

**Post no: PRN000382
Hours: 36 per week
Car allowance**

Qualifications and education

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
1	Eligibility for Membership of the Royal Town Planning Institute (RTPI).	E	A

Experience

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
2	Proven management ability and significant experience at a senior level within a complex organisation	E	A/I
3	A track record of developing and implementing business planning, policies and strategies at a senior level in a multi-disciplinary and partnership environment	D	A/I

Knowledge, Skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
4	Detailed and demonstrable understanding of the legislative framework and challenges facing the Authority. Ensures that systems are in place for staff and Members to be kept abreast of latest developments in a timely manner.	E	A/I

5	Inspires, empowers, motivates and supports others to achieve the Council's vision and key developments.	E	A/I
6	Develops internal and external partnership opportunities that actively enhances innovative service provision.	E	A/I

Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
7	Access to a suitable vehicle for use at work and a valid driving licence	E	A
8	Attend evening meetings and such other out of hours meetings as are essential for the fulfilment of this post	E	A/I