
Recruitment information

Job description and person specification

Your title	Local Plan Manager
Post number	PRN000325
Your team	Planning Policy & Strategy
You would be based	Civic Centre, Esher
Your line manager	Planning Policy and Strategy Manager

About the role

You will be managing the Local Plan, while supervising, training and developing staff, overseeing the preparation of reports from other officers and ensuring consistency of approach.

The main purpose of the role:

To manage and deliver the Local Plan. To deputise for the Planning Policy and Strategy Manager and supervise other members of the team in all matters relating to planning policy.

Specific duties and responsibilities

1. To manage the Local Plan and assist the Planning Policy and Strategy Manager in the delivery of sound planning policy documents in accordance with statutory requirements and within the timescales set within the Local Development Scheme.
2. To provide professional guidance and direction to Councillors and members of the public at working groups, committees and public meetings.
3. To represent the Council at a senior level in meetings with external organisations, protecting the Council's interests in relation to emerging planning policy at national, sub regional and county levels and to the plans and policies of other local authorities, agencies and organisations.
4. To manage the work of the team in relation to the Local Plan and to supervise, train and develop staff, overseeing the preparation of reports from other officers, ensuring consistency of approach and recommendation.
5. To supervise research and keep under review the changing environmental, social and economic characteristics of the Borough and the appropriateness of the Council's planning policies and guidance.
6. To contribute to maintaining an up to date and sustainable planning policy framework for the Borough and manage the programming, preparation and review of all aspects of the Local Plan in accordance with statutory procedures and acknowledged best practice.

7. To ensure co-ordination with the Council's other policies, plans and programmes, promote partnership working within and beyond the local authority and engage a wide range of stakeholders in policy development and the plan making and review process.
8. To prepare written evidence and represent the Council as an expert witness on policy issues at public inquiries and in the examination of development plan documents.
9. To commission surveys, studies or specialist services, where appropriate, and manage such contracts ensuring value for money and timely delivery.
10. Through professional development and networking, to keep informed of best practice, relevant legislation, procedures and standards, and ensure the achievement of service quality improvements accordingly.
11. To deputise and substitute for the Planning Policy and Strategy Manager as required.

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 time 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 individuals' 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.

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.

Insert title: Local Plan Manager
Team: Planning Policy &
Strategy
Salary: £59,657 - £64,464

Post no: PRN000325
Hours: 36
Car allowance: C3

Qualifications and education

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
1.	A degree in Town & Country Planning or equivalent qualification.	E	A
2.	Corporate Membership of the Royal Town Planning Institute.	D	A

Experience

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
3.	A minimum of 3 years' post qualification experience directly related to planning policy and development plan preparation.	E	A & I
4.	Experience of working in a local government or similar environment.	E	A & I
5.	Experience of writing polices and / or supplementary planning guidance.	E	A & I
6.	Experience of giving evidence under cross examination.	D	A & I
7.	Experience of managing complex projects governed by statutory procedures.	E	A & I
8.	Experience of organising public consultation exercises.	D	A & I
9.	Experience of managing other staff.	E	A & I

10.	Experience of managing external consultants.	D	A & I
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Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
11.	Sound knowledge of the current legislation relating to development plans, circular advice and national Planning Policy Guidance/Statements.	E	A, T & I
12.	Good project management skills.	E	A & I
13.	Ability to communicate ideas effectively with professionals and non-specialists and to explain complex matters in simple terms.	E	A, T & I
14.	Ability to produce clear and concise reports.	E	A & I
15.	Ability to work with minimum supervision.	E	A & I
16.	Ability to plan, prioritise and manage own workload to meet deadlines.	E	A & I
17.	Ability to motivate, manage and develop other staff.	E	A & I
18.	Good computer literacy.	E	A, T & I
19.	Commitment to delivering excellent customer care.	E	A & I

Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
20.	Full driving licence and vehicle available for work.	D	A

21.	Attendance at formal evening meetings of the Borough Council and consultation / community events as required.	E	A
22.	Ability to cope with significant work pressure.	E	A & I