Principal Officer:
Development Planning and Place

JOB PROFILE

Incorporates

Section 1 **Post Descriptor**

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SECTION 1: POST DESCRIPTOR

1. JOB DETAILS

Job Title: Principal Officer: Development Planning and Place	
Service Area: Regulatory and Regeneration	**Section:** Planning and Building Standards
Reports to: Planning and Building Standards, Environmental Health Manager	**Grade: 10**
Position Number: HE2943	**Gauge Reference: A7755**

2. JOB PURPOSE

To provide leadership, vision and management of the Planning Service. To co-ordinate a range of services and to develop strategy and partnership working with other Council services, other Councils, external organisations and agencies to ensure the delivery of a continuously improving high quality service.

Leading and managing the provision of the Planning services to all customers, coordinating the Planning Service to provide excellent customer care, meeting strategic objectives and performance targets in line with statutory requirements, Council policies, Government policies, best practice and continuous improvement.

To contribute to the delivery of an effective integrated Planning and Building Standards Service.

The postholder will manage directly one of the 3 specialist areas in Planning Services

- Development Planning and Place team
- Placemaking Co-ordinator
- Antonine Wall Project Team

The post holder will be accountable and will be expected to provide “added value” and take a lead role in corporate activities such as business continuity, risk management, performance management, continuous improvement and emergency planning.

3. DIMENSIONS and SCOPE OF JOB
(including budgetary and staffing responsibilities)

Budget: The postholder will be responsible for a revenue and capital budget of approximately £3m depending on external funding sources, fee income, developer contributions funding and the budget may vary according to need and availability of resources. Through the management of the Antonine Wall Project for 5 Councils and Historic Environment Scotland the postholder will be oversee the management of the Project budget.

The postholder will be responsible for ensuring proper financial monitoring and control in respect of capital and revenue expenditure within the Council's policies and financial regulations, reporting to external funders and ensuring there is no loss or recovery of income due to failure to meet contracts.

The postholder will be an authorised signatory and expected to consider and take account of financial implications and legislative change while leading/dealing with relevant projects and initiatives and develop budget forecasts and growth bids, where required. The post holder is responsible for developing budgets, contributing to ongoing efficiencies and financial constraints, and ensuring the Development Planning and Place and Antonine Wall Project budgets are effectively monitored.

The post holder will be responsible for maintaining the financial stability of the service through maximising income from all relevant external funding sources and make recommendations to ensure the sustainability of the service. In order to achieve maximised income the post holder will explore opportunities and submit bids for external funding to augment current budgets and ensure the delivery of projects associated with successful bids. The post holder will be accountable for financial and operational compliance with any source of funding such as Heritage Lottery funding, Scottish Government Vacant and Derelict Land Funding, and the Council's approved developer contributions fund.

Staffing Direct:

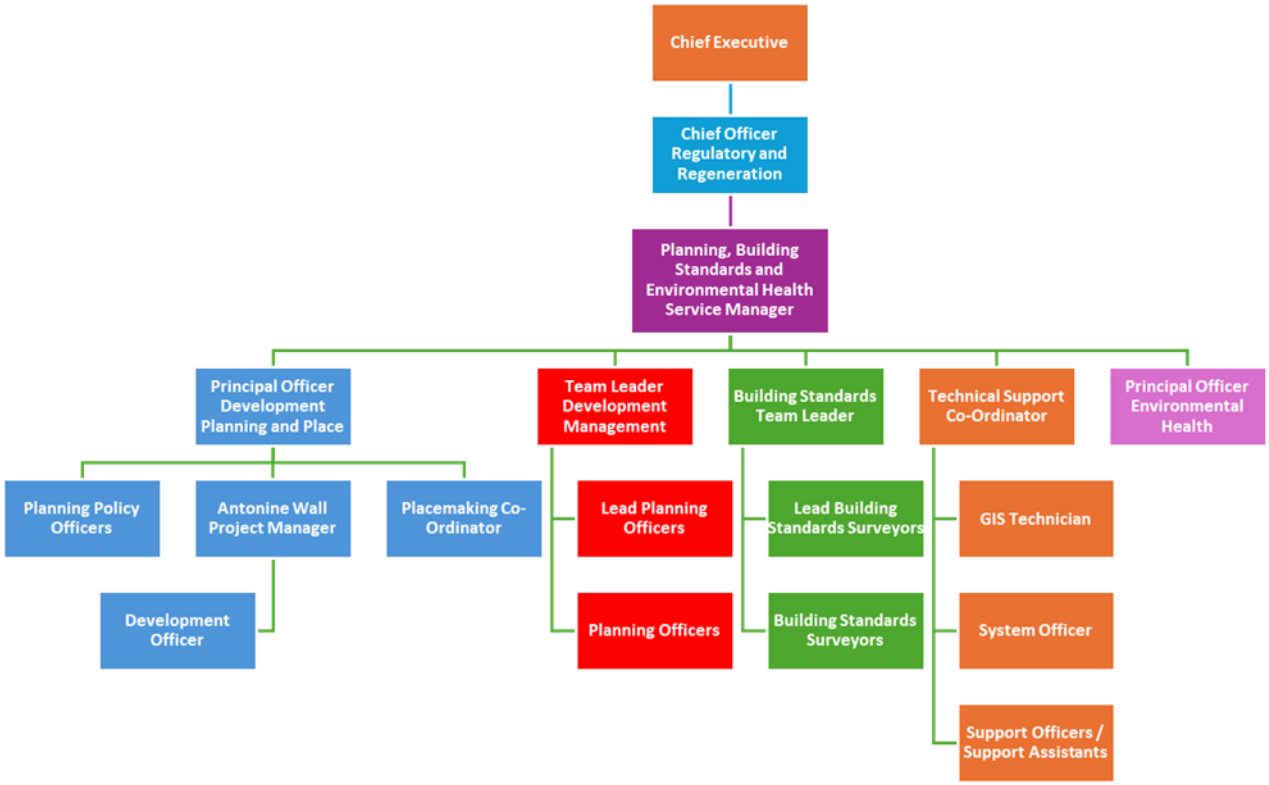
The post holder will be responsible for providing leadership, motivation and direction for 2 Service Coordinators/ Team Leaders and other staff within the section. The post holder will promote the personal development within the team ensuring regular monitoring and review to support the development of a learning culture and the development of effective training and development plans.

Staffing Indirect:

The postholder will support the planning and building standards workforce circa 27 employees. The postholder may also lead a range of complex projects and direct project teams for the duration of the projects as required.

The post holder will develop and manage internal and external relationships to optimise outcomes for the planning and building standards services. The post holder will be required to develop effective relationships with Elected Members, External Partners and Stakeholders, in particular the 4 other Councils and Historic Environment Scotland for the successful delivery of the delivery phase and subsequent phases of Antonine Wall Project.

4. ORGANISATIONAL CHART
(shows levels directly above and below this post and includes grades of posts)



5. ROLE OF SERVICE AREA/SECTION

The Planning and Building Standards service is part of Regulatory and Regeneration Services and has approximately 27 staff. The Principal Officer will work closely with other teams such as Regeneration, Roads, Finance, Housing, HSCP, Greenspace and Asset Management.

The Planning and Building Standards Service is responsible for:

- Fulfilling the Council's statutory obligations in respect of the regulatory requirements of the Town and County Planning (Scotland) Act 1997, Planning (Scotland) Act 2019 and related legislation.
- Providing professional assessment of applications for planning permission and related consents, including the provision of advice and recommendations to the Planning Committee, and determination of applications under delegated powers.
- Preparing Local Development Plans covering West Dunbartonshire.
- Providing planning policy advice, Local Place Plans, Planning Guidance, Development Briefs and Masterplans.
- Provision of Building Standards Service including processing of Building Warrants, inspecting all development and issuing completion certificates, resolving matters relating to dangerous buildings.
- Facilitating and encouraging high quality development which contributes to the social, health and economic wellbeing of West Dunbartonshire.

- Protecting the natural and built environment of West Dunbartonshire from inappropriate forms of development, and securing improvements to proposed development in order to rectify or mitigate against any negative impacts.
- Assisting in the delivery of Council policies, including development plan objectives and Council key outcomes. Working together with the other Council teams and external partners, in order to deliver an integrated service and achieve shared goals.
- Delivering an efficient and effective Planning and Building Standards service, including compliance with statutory and national performance targets.
- Developing innovative bids and secure external funding to achieve the Council's strategic priorities.
- Developing a culture of continuous improvement to facilitate opportunities for improvement.
- Managing a Place and Design Panel.
- Managing the Antonine Wall Project for 5 councils and Historic Environment Scotland.
- Supporting and contributing to the Shaping Places for Wellbeing Programme in conjunction with HSCP, Public Health Scotland and Improvement Service.

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

1. Provide strategic management, leadership and co-ordination to analyse business objectives, service drivers and quality issues and provide strategic business focused solutions in particular the delivery of planning policy, regulations and standards ensuring compliance with all appropriate legislation and associated regulations, placemaking initiatives and projects.

2. Take the lead on matters relating to development planning and place, implementing locally the national priorities set out in national policy (the National Planning Framework) and national initiatives and the requirements of planning and associated legislation. Establish and direct team to deliver on these priorities.

3. To undertake research, gather intelligence on good practice, lead and develop creative, innovative, and appropriate policies, actions and plans which supports the Council's Strategic Plan and delivers the Council's aims and priorities.

4. To coach, support, mentor and challenge team leaders/co-coordinators providing appropriate advice and guidance in order to improve job quality, minimise risk and financial exposure.

5. Establish and direct multi-disciplinary and multi-stakeholder teams in line with National and Council policies, strategies and projects.

6. Work closely with developers, communities to identify opportunities for and to deliver land and property developments and improvements, and to secure best value for the Council area, supporting the provision of Local Place Plans.

7. Exercise effective managerial control in relation to financial management of the service area to ensure targets, statutory or other financial obligations are achieved and comply with current and future legislation in particular the Developer Contribution fund ensuring the proper procedures are in place for collection, allocation and implementation of funding.

8. Lead and contribute to the procurement process including evaluation, contract award and contract performance management including Quick Quotes and Open tenders for projects in excess of £50,000 that may include new assets or asset improvement.

9. Provide high quality timely written reports to management, colleagues and Committee, having regard to Council policies, legislation and all relevant material considerations and attend and present to Committees and briefings.

10. Assist in the management of resources to ensure maximum flexibility and productivity through the use of planning tools, walking the job, identification and rectification of lost time issues and other problem areas across the team.

11. To act as an advocate of change and modernisation to drive and support the development and delivery of culture change plans, ensuring support of the team and development of a learning culture with effective training and development plans. To encourage and support digital transformation of service delivery and delivery of the annual Planning Performance Framework and agreed service improvements.

12. To work closely with the Planning, Building Standards and Environmental Health Manager to ensure that the service provided is user focussed and meets agreed service standards and those by the Scottish Government through the Planning Performance Framework and deputising for the Planning, Building Standards and Environmental Health Manager as required and delegated responsibilities.

7. PROBLEM SOLVING

The postholder will be expected to resolve difficult or challenging problems that arise, develop creative and often innovative solutions that meet expectations in terms of outcomes, performance, financial limitations/ opportunities and effectively manage risk.

8. PLANNING

The postholder will be responsible for contributing to the Council's service planning process in respect of cross cutting initiatives, relevant community planning activity and matters relating specifically to Planning. In addition, the postholder will be required to ensure effective financial and resource management plans are in place to deliver agreed outcomes. This planning is likely to involve other Council officers, internal and external partners.

9. ASSIGNMENT AND REVIEW OF WORK

Annual objectives are jointly agreed with Planning, Building Standards and Environmental Health Manager as part of a personal development planning process**.** There is a broad framework of delegated authorities to develop and progress initiatives autonomously and uses initiative in seeking solutions to existing and new problems and challenges. Future and long term demands should be advanced and effective plans put in place to meet these requirements.

Work is reviewed formally by the Planning, Building Standards and Environmental Health Manager through the performance management scheme which requires formal feedback and performance assessment within a framework of competencies. There are informal meetings to discuss progress against service strategies, update current issues and problem solving; these meetings happen on a regular basis.

Work can be generated through the deliberations of the Council, Council Committees and the Council Senior Management Team. Work can also be generated by the postholder in the identification of external drivers such as policy and legislative change and internal drivers such as changes to wider council patterns of service delivery.

The postholder exercises discretion in the planning of objectives and targets within the Planning remit.

10. COMMUNICATIONS AND WORKING RELATIONSHIPS

The development of effective working relationships is critical to the delivery of key outcomes for the role. These relationships will include**:**

Internal communications and working relationships: Chief Officers, Service Managers, Team Leaders/ Coordinators, Planning Policy Officers, Lead Planning Officers, and other officers in Planning and Building Standards, Regeneration Service, Housing, Community Planning, Sustainability, Transport, HSCP, Asset Management, Greenspace to progress the delivery of the service.

Elected members through formal structured Committees in particular the Convenor, Vice Convenor of the Planning Committee and members of the various Committees.

Trade Unions in relation to developing and delivering organisational change within an environment of constructive employee relations.

External communications and working relationships:
Regular communication, consultation and willingness to work with other Councils, Clydeplan, City Deal officials, businesses/companies, commercial, community and social organisations, Key Agencies and stakeholders, the Scottish Government, Public Health Scotland, NHS Greater Glasgow and Clyde Health Board, Improvement Service, Heads of Planning (Scotland), professional bodies, schools and universities.

11. DECISION MAKING

This post holder operates within a legislative and policy framework at an international, national and local government level and will ensure best practice and innovation in relation to funding conditions, Scottish and UK legislation and statutory guidance.

The post holder will be expected to make innovative and pragmatic decisions not covered by law or policy which have significant implications for the Council in terms of risk, operational effectiveness, financial governance or reputation. There is a need to be creative in finding solutions that meet the requirements of the Council and strategic aims.

Post holder has delegated authority to make decisions relevant to the successful execution of the post and a high level of autonomous decision making is expected.
The post holder is required to bring a level of expertise to bear on the key areas and contribute to wider strategic decision making and planning processes as necessary.
The post calls for both logical and analytical thinking along with creative and innovative approaches. The breadth of the remit requires decision making across a wide range of service strands.

12. MOST CHALLENGING PART OF THE JOB

Influencing behaviour change, supporting and coaching managers. Responding to changing demands and external challenges and effecting a culture of change in the service area and the Council area against a background of demonstrating continuous improvement within agreed budget and resources**.**

13. GENERAL

Disclosure/PVG membership: Not applicable to this post**.**

Politically Restricted Post: Not applicable to this post.

The duties and responsibilities contained within this Post Descriptor are neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The Post Descriptor may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

14. WDC TRAINING

West Dunbartonshire Council – Operates Skills Passports for all employees, which details the training available and timescales for undertaking courses. Skills passports are available via the Council's Intranet Organisational Development & Change

- Skills Passport A – New Entrant Employee Passport

Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules;
Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy

- Skills Passport B – WDC Employee Passport

Includes relevant i-learn modules

15. ROLE SPECIFIC TRAINING

While no mandatory training is required when commencing the post, the post holder would require to undertake leadership training such as 4D Quantum Leadership Programme, new managers programme.

Requirements of new employee checklist to be completed.

Post Descriptor Prepared by: Planning, Building Standards and Environmental Health Manager
Date: 11th December 2024

SECTION 2: PERSON SPECIFICATION

Essential	**Desirable**
Qualifications/Professional Membership	
Must hold a relevant Planning Degree or relevant environmental degree	Management development qualification
Must be a member of the Royal Town Planning Institute	
	Possess a Full UK Driving Licence
Training	
Demonstrable commitment to continuing professional and managerial development	
Knowledge and understanding of current/changing legislation relating to the post	
Experience	
Experience of leading or managing exemplary customer services.	
Experience of effectively initiating, planning, and managing and implementing projects.	Experience in all areas of Planning
Experience of leading and managing change in a complex organisation.	
Experience of working with and across a wide range of agencies. A proven track record of working effectively within a political environment.	
Knowledge and Skill	
Strong interpersonal skills and ability to challenge, support, influence, and engage staff, managers and peers.	
Knowledge and understanding of current/changing legislation relating to the post.	
Excellent written and verbal communication skills.	
Ability to prioritise, plan and manage workloads.	
Ability to challenge existing practice and modernise systems and processes.	
Ability to produce work of a high and accurate standard whilst working to tight timescales.	
Ability to communicate and effectively reach a variety of people.	
Ability to prepare concise accurate reports on complex issues and the confidence to present them.	
Strong financial and budget management skills.	

Disposition	
High level of integrity and able to communicate with officers, elected members, businesses, partner organisations and the community at all levels.	
Committed to public service and the ability to empathise with colleagues, managers and the general public.	
Committed to developing a flexible, agile workforce capable of serving the community and complying with statutory duties.	
Enthusiastic, committed, interested in improving West Dunbartonshire as a place to live work or visit.	
Ability to work on own initiative, self-motivated, flexible and adaptable.	
Pragmatic, a can do attitude and a high achievement drive.	
Ability to work under pressure to deliver positive results.	
Commitment to working and dealing with emergencies outwith standard office hours and outwith the boundary of the authority as required.	