

JOB OUTLINE	
JOB TITLE: Service Manager - Planning	JET CODE: 6930
DIVISION: Development	
SERVICE/BUSINESS UNIT: Planning	
REPORTING TO: Head of Development	
RESPONSIBLE FOR: Planning Service	
JOB PURPOSE: To ensure the co-ordinated management and delivery of the Planning service.	
MAIN DUTIES: Key Result Areas: - To develop the workforce, enabling staff to have the skills, knowledge and resilience to operate in a continually changing environment and maintain high standards of performance. - To contribute to and/or lead on Council wide projects resulting in successful implementation. - To be accountable for effective change management within the Service. - East Lothian Way – reinforce the behaviours we expect from our managers to; WORK TOGETHER We collaborate with our partners, customers and colleagues to build strong and lasting relationships based on understanding, compassion, trust, integrity and mutual respect. BE THE BEST WE CAN BE We take responsibility and use our initiative to deliver the highest quality of services as efficiently and effectively as possible. INITIATE & EMBRACE CHANGE We embrace the need for change and initiate new ways of working to improve ourselves and our services. MAKE THINGS HAPPEN We plan and deliver our work effectively, making sure we understand needs and priorities.	

PERSON CENTRED

We put our customers and the people we work with at the heart of everything we do.

5. As part of the extended Council Management Team, responsible for effectively and successfully implementing key Council objectives, as set out in the Council Plan, Local Outcome Improvement Plan and other plans and strategies of the Council and its partners.
6. To display exceptional leadership qualities in leading, managing and planning operations of the service ensuring high performing teams and delivery of high quality services.
7. To ensure that a culture of performance management and continuous improvement is embedded within the Service and throughout East Lothian Council.
8. To be accountable for effective budget planning, implementation and management in assisting not only the Service, but also the Council in ensuring the most cost effective delivery of services within the statutory duties and policies of the Council.
9. Work effectively within the political dimension.
10. Maintain awareness of national policy, best practices and new techniques and be conversant with all relevant legislation in order to ensure that the Council's policies and practices are up to date to conform with statutory provisions.
11. Develop and sustain effective external relationships with all stakeholders, appropriate partnerships and strategic alliances in pursuit of the Council's interests.
12. Promote equality and diversity in employment and in access to services.
13. Promote the transfer of skills, knowledge and understanding to staff, internal customers and suppliers wherever possible.

Principal Responsibilities:

14. Deliver the Council's statutory and related land use planning functions and responsibilities as Planning Authority, and achieve the performance standards set by the Scottish Government, Heads of Planning Scotland and Audit Scotland.
15. Act as the Council's Chief Planning Officer in line with statutory requirements.
16. Produce annual Business Plan(s), Planning Performance Framework, Risk Register.
17. In accordance with the Council's Human Resource policies and procedures, direct and control recruitment, selection, training, development, management and motivation of all employees to ensure the highest possible level of performance.

18. Ensure collection and retention of accurate management information necessary for corporate and statutory reporting.
 19. Manage the develop the Council's planning policy framework for land and building use obligations, in accordance with statutory responsibilities under Part 2 of the Town and Country Planning (Scotland) Act 1997).
 20. Develop land use planning policy and proposals including the East Lothian Local Development Plan and the review and preparation of strategic and national planning requirements as set out in planning legislation, including as directed by Scottish Ministers. .
 21. Advise the public, elected members, landowners, developers and Council officials on matters relating to development management, planning, transport and environmental policy, geographic/any other information systems and on projects to improve the environment, as required.
 22. Ensure provision of all information required for Council and external performance indicators and other statistical returns.
 23. Advise on and implement enforcement procedures in respect of any statutory duties relating to Planning.
 24. Advise on and implement statutory requirements of tree and landscape protection and cultural heritage requirements and policies.
 25. Contribute to the development and implementation of departmental and corporate objectives and policies.
 26. Promote and contribute to the Community Planning Agenda.
 27. Promote and market East Lothian as a place to do business.
 28. Manage, monitor and advise on allocation of resources.
 29. Represent the Head of Service or Depute Chief Executive at relevant meetings, both internally and externally.
 30. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the job.
 31. Maintain effective systems to ensure the health, safety and welfare of all Council employees and any members of the public who may be affected by Council activities.
- Other:**
32. Undertake such other duties and responsibilities that may be reasonably required by the service.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

Degree in town planning or equivalent discipline recognised by RTPI.

Chartered membership of the RTPI.

Disclosure Scotland:

This role requires **Level 1 Disclosure Clearance** to allow access to the Public Sector Network. ELC will submit a Police Act Disclosure application on behalf of the preferred candidate and receipt of the subsequent certificate will be **required prior to commencement**.

Scottish Social Services Council:

None.

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	Degree in town planning or equivalent discipline recognised by RTPI. Chartered membership of the RTPI. Relevant post-graduate qualifications. Continuing Professional Development evidence This role requires Level 1 Disclosure Clearance to allow access to the Public Sector Network. ELC will submit a Police Act Disclosure application on behalf of the preferred candidate and receipt of the subsequent certificate will be required prior to commencement.	Business Management Qualification, eg. CMI5.
Previous Experience (Paid & Voluntary Work)	Significant knowledge of development management and development planning and how they contribute to the delivery of the SOA and Council Plan. Professional experience and understanding of delivering statutory and discretionary elements of a planning service. Understanding of Local and Central Government Policy relevant to delivery of planning service. Senior professional and staff management experience. Shaping services to meet changing customer needs on an ongoing basis. Strategic planning; creating a compelling strategic vision for everyone to work towards. Complex service development and delivery. Project development and successful completion.	Local Government experience. Extensive professional and management experience of delivering a planning service.

	Partnership working with external agencies. Negotiation and development of shared agendas, at local, regional and national levels. Complex resource management; people/finance/business resources.	
Knowledge/ Skills /Competencies	Knows and understands:- ➤ Local and central government policy. ➤ Acute political and conflict management skills. ➤ The role of development management and development planning in the delivery of the LOIP and Council Plan. Is an effective:- ➤ Communicator, including influencing/negotiating and encouraging a culture of open communication. ➤ Manager of performance; setting high standards and keeping self and other focused on outcomes. ➤ Leader and strategic planner; leading, engaging and motivating people. ➤ Change manager and developer of organisational culture; driving effective, collaborative working. ➤ Partnership worker. ➤ Problem solver and decision maker. Is able to:- ➤ Think and lead both strategically and operationally.	GIS. Computer based planning case management systems. Electronic document management systems.

	➤ Challenge existing systems, practices and processes. ➤ Bring people together and build consensus. ➤ Translate strategy into action. IT skills:- ➤ Word, Outlook, PowerPoint.	Excel, Access.
Personal Qualities	Strategic thinker. Transformational leader. Adaptable. Self-disciplined. Team player. Integrity. Resilience. Self-awareness. Perceptive and intuitive. Diplomatic. Creative. Open minded. Objective. Confident (and therefore credible).	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	