



Job Profile

# Chief Officer Strategic Place Planning



## About the Role

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|------------|------------------------------------------|
| Job Title  | Chief Officer – Strategic Place Planning |
| Pay Grade  | Chief Officer Salary Scale Point 36      |
| Job Family | Chief Officer                            |
| Location   | Marischal College                        |
| Cluster    | Strategic Place Planning                 |

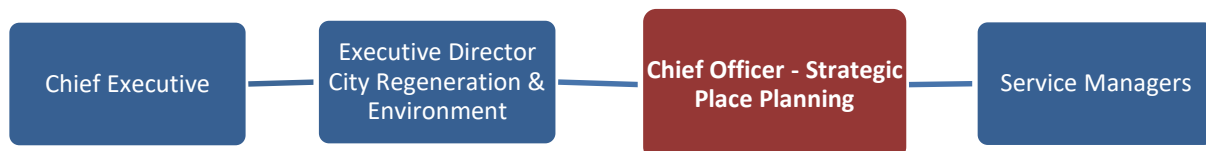
This role will provide the strategic lead for the development and delivery of the Council's and the Community Planning Partnership's strategic priorities in relation to place shaping and place planning.

The postholder will discharge the statutory role of Chief Planning Officer in accordance with the Town and Country Planning (Scotland) Act 1997 (as amended).

This role will ensure the Council's compliance with statutory obligations and scrutiny regimes pertaining to services within the function.

Reporting directly to the Executive Director City Regeneration & Environment, the Chief Officer – Strategic Place Planning will play an intrinsic part of the Extended Corporate Management Team and will ensure excellent working relationships with all appropriate internal stakeholders including other functional areas, elected members, trade union representatives, and employees.

Key external stakeholders will include all Community Planning partners, community groups, development community, NESTRANS, SEPA, Scottish Government and its relevant agencies.



## Key Outcomes and Responsibilities

| The postholder will deliver the following outcomes:                  | Responsibilities include:                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <b>Working within the Target Operating Model (Corporate Outcome)</b> | <ul style="list-style-type: none"> <li>Provide the leadership to bring a range of services and cultures into one unified function which works together to address the wider determinates of good health by taking a whole population approach.</li> <li>Develop and strengthen the relationship with other functions and clusters and support transformation in order to maximise the impact of available resource.</li> </ul> |

This job profile provides indicative information about outcomes, tasks and activities that may be undertaken as part of this role. It is not intended to be an exhaustive list due to the need for agility and flexibility in our workforce and to be responsive to change and meet business needs.

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|                                                                                    | <ul style="list-style-type: none"> <li>• Ensure the cluster is appropriately designed and organised to meet the ongoing needs of the Target Operating Model and population based on analysis of need.</li> <li>• In conjunction with other functions and clusters, and as part of the Target Operating Model, facilitate greater collaboration with communities, offering greater ownership of services in their areas and strengthening their voice in decision-making through community empowerment.</li> <li>• Use data and intelligence in relation to the services the function provides to anticipate customer needs and shift resources to prevent unnecessary demand coming into the system in keeping with the wider determinates of good health.</li> </ul>                                                                                                                                     |
| <b>Being a Digitally Led Organisation<br/>(Corporate Outcome)</b>                  | <ul style="list-style-type: none"> <li>• Work with digital partner(s) to exploit emerging technologies to enhance services.</li> <li>• Work with other functions and digital partner(s), using business intelligence, to continue to digitise services.</li> <li>• Create digital experiences for internal and external customers that are completely end-to-end, allowing more self-service options.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Developing the Workforce for a 21st Century Council<br/>(Corporate Outcome)</b> | <ul style="list-style-type: none"> <li>• Support the alignment of culture with the vision of the target operating model.</li> <li>• Contribute to the development and implementation of a workforce development strategy to support the 21st century Council.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Performance Management<br/>(Chief Officer Responsibility)</b>                   | <ul style="list-style-type: none"> <li>• Develop and implement strategies for the delivery and continuous improvement of services and determining organisational priorities.</li> <li>• Review activity across the function to ensure effective deployment of employees and all other resources to achieve high individual, team, function and organisational performance.</li> <li>• Be accountable under the Council's scheme of delegation for service standards and performance across the cluster; and for ensuring that the Council meets its statutory obligations as an employer and complies with regulatory requirements and a best practice approach.</li> <li>• In conjunction with the Chief Officer – People &amp; Citizen Services, be responsible for the upholding of professional standards to ensure staff compliance with professional bodies and regulatory requirements.</li> </ul> |
| <b>Risk Management<br/>(Chief Officer Responsibility)</b>                          | <ul style="list-style-type: none"> <li>• Identify, mitigate and manage key risks associated with the objectives and wider implications of the Council and functional plans.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|                                                                                  | <ul style="list-style-type: none"> <li>• Monitor and review processes both corporately and across services to ensure risk and compliance arrangements are in place.</li> <li>• Have overall responsibility for the management and development of staff, ensuring health safety and wellbeing and that People policies and procedures are fully complied with.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Financial Management &amp; Stewardship<br/>(Chief Officer Responsibility)</b> | <ul style="list-style-type: none"> <li>• Continually and actively look for ways to improve and transform the function and the organisation, balancing the need for the provision of services with the need for ensuring cost effective service delivery and value for money activities.</li> <li>• Accountable for the management of the financial performance of the function.</li> <li>• Ensure all regulatory conditions relating to financial reporting, including that for the London Stock Exchange, are fully disclosed.</li> <li>• Secure value for money and manage, monitor and control budgets in compliance with the Council's financial management framework.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Information Governance<br/>(Chief Officer Responsibility)</b>                 | <ul style="list-style-type: none"> <li>• Working with the Governance Cluster to ensure the integrity of data and information within the function meets regulatory requirements.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Statutory Responsibilities<br/>(Chief Officer Responsibility)</b>             | <ul style="list-style-type: none"> <li>• To discharge the Council's duties; as delegated to the post holder in accordance with the Council's scheme of delegation.</li> <li>• Ensure that services comply with statutory requirements including equality and anti-discrimination legislation and that arrangements are in place for the effective management of concerns and complaints.</li> <li>• In the event of civil/non-civil contingencies incidents provide access to specialist services within the function and make available the assets used by the service.</li> <li>• The Chief Officer will undertake civil contingency and emergency response training, along with suitable annual Continuous Professional Development (CPD) training, as required.</li> <li>• The Chief Officer shall act as Duty Emergency Response Co-ordinator (DERC) within – and supported by- an on-call rota, to: <ul style="list-style-type: none"> <li>○ Provide the strategic response for the Council in respect of its duties under the Civil Contingencies Act and accompanying amended regulations for Scotland, current and forthcoming.</li> <li>○ Co-ordinate the response to an emergency, or other critical incident, on behalf of the Council acting for the</li> </ul> </li> </ul> |

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|                                                 | <p>Chief Executive in accordance with the Council's Scheme of Governance.</p> <ul style="list-style-type: none"> <li>○ Undertake civil contingency and emergency response training on appointment, or annually thereafter, along with suitable annual Continuous Professional Development (CPD) training as required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>The Place</b><br>(Cluster Specific Outcome)  | <ul style="list-style-type: none"> <li>• Integrate land use planning for transportation, environment, housing digital and regeneration plans including the city centre.</li> <li>• Improve the collaboration between planning and all house developers (including the council as a housing provider) to accelerate the delivery of housing supply and to promote more innovative delivery models.</li> <li>• Participate proactively in the wider objectives of the Commissioning function through full involvement in multi-disciplinary teams delivering a wide range of regeneration, development and investment activity.</li> <li>• In conjunction with the Chief Officer – City Development and Regeneration and Chief Officer – Capital, work collegiately to ensure that all major development, including the council's own, demonstrates the 6 qualities of a successful place (distinctive, safe, pleasant, welcoming, adaptable, resource efficient and easy to move around and beyond).</li> <li>• Support local democratic decision-making structures and emerging developments in civic engagement approaches, to ensure growth is inclusive.</li> <li>• Co-ordinate the city's spatial planning with those of neighbouring councils and national agencies to ensure effective regional and national planning.</li> </ul> |
| <b>The People</b><br>(Cluster Specific Outcome) | <ul style="list-style-type: none"> <li>• Contribute to the process of building a child friendly city by recognising children as partners in the planning design decisions of the city.</li> <li>• Facilitate the active, meaningful engagement of people with dementia and their families.</li> <li>• Unite public health, planning and housing developers to plan and build healthier places.</li> <li>• In conjunction with the NHS Grampian Director of Public Health, ensure consideration is given to how to improve the local population's health through place design.</li> <li>• In conjunction with Chief Officer – Housing, engage with a growing societal trend of crowd sourcing decisions on plans that affect residents and communities.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Service</b><br>(Cluster Specific Outcome)    | <ul style="list-style-type: none"> <li>• In conjunction with the Chief Officer – Data Insights (HDRCA), establish an intelligence and evidence-led approach to spatial policies, to target investment and policy-making to meet the growth ambitions of the city.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <b>Specify Council Services for the Achievement of the LOIP</b><br>(Cluster Specific Outcome) | <ul style="list-style-type: none"> <li>Devise a framework for delivering outcomes that is aligned to the Local Development Plan, LOIP and locality plans and strategic plan of Council.</li> </ul>                                                                                                                                                                                            |
| <b>Deliver Commissioned Outcomes</b><br>(Cluster Specific Outcome)                            | <ul style="list-style-type: none"> <li>Manage the strategic planning cycle relating to “Analyse, Plan, Do, Review”.</li> <li>Adopt a whole system approach to needs assessment, design, facilitation and performance.</li> <li>Incorporate a joint commissioning approach to leadership and governance to secure partner commitment and delivery of improvement across the system.</li> </ul> |

## Role Requirements

This section includes what the postholder needs to carry out the role or, for recruitment purposes, enables applicants to decide whether they meet these requirements.

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| Minimum Qualification(s) / Certificates            | <ul style="list-style-type: none"> <li>A degree in Town Planning or an associated discipline, or professional qualification and / or extensive experience related to the role</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Minimum Membership / Professional Registrations    | <ul style="list-style-type: none"> <li>Relevant professional membership / registration required - Chartered membership of the Royal Town Planning Institute</li> <li>Evidence of continued professional development</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| As a minimum, demonstrate skills and experience in | <ul style="list-style-type: none"> <li>Proven extensive experience in: <ul style="list-style-type: none"> <li>Strategic policy development and implementation</li> <li>Developing/Managing strategic partnerships</li> <li>Service transformation and improvement</li> <li>Successful balance sheet management</li> <li>Developing integrated services</li> </ul> </li> <li>Managing consultation forums and relationships with trades unions</li> <li>Risk analysis, risk awareness, monitoring and management of risk</li> <li>Understanding key drivers in a business area and working in partnership with stakeholders to measurably improve service delivery</li> <li>Practical knowledge of negotiation and influencing in a complex organisation</li> <li>Practical knowledge of working in a commissioning organisation</li> <li>Embracing new technology to deliver services in an innovative way</li> </ul> |
| As a minimum, demonstrate an understanding of      | <ul style="list-style-type: none"> <li>Current and emerging Scottish legislation on Planning, Building Standards, Transport and Climate Change</li> <li>Approaches to delivering a net zero City</li> <li>Key drivers in a business area and working in partnership with stakeholders to measurably improve service delivery</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Demonstrate commitment to | <ul style="list-style-type: none"> <li>• The principles and aims of Aberdeen City Council</li> <li>• The Aberdeen City Council Target Operating Model</li> <li>• The Local Outcome Improvement Plan</li> <li>• Completing all mandatory training within 6 months of starting employment</li> <li>• Completing any other statutory and/or essential training required for the role</li> </ul> |                                                                                                                                                                                                                                                         |
| Additional requirements   | Driving                                                                                                                                                                                                                                                                                                                                                                                      | Not applicable to this post                                                                                                                                                                                                                             |
|                           | Politically Restricted                                                                                                                                                                                                                                                                                                                                                                       | <p>This is a politically restricted position as identified by the Local Government and Housing Act 1989.</p> <p>Further information on restrictions as a result of this designation is available by visiting the <a href="#">Recruitment Pages</a>.</p> |
|                           | Disclosure Scotland /PVG Scheme                                                                                                                                                                                                                                                                                                                                                              | Not applicable to this post                                                                                                                                                                                                                             |
|                           | Health Surveillance                                                                                                                                                                                                                                                                                                                                                                          | Not applicable to this post                                                                                                                                                                                                                             |
|                           | Job Role Workstyle                                                                                                                                                                                                                                                                                                                                                                           | Hybrid Worker - working days can be split between employer location and a remote location in line with service needs and as agreed with management                                                                                                      |
|                           | Working Conditions & Flexibility                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Ability to work out-with normal office hours if necessary</li> <li>• Ability to travel to other locations within and out-with the City when required</li> </ul>                                                |

## Our Guiding Principles

These have been created by us – the people of Aberdeen City Council – and for us, to guide the way we work, the way we behave with each other and make sure we all have the same understanding of what it means to work here:

|         |                                                            |
|---------|------------------------------------------------------------|
| Purpose | We care about our purpose, our people and our city         |
| Pride   | We take pride in what we do and work to make things better |
| Team    | One team, one Council, one city                            |
| Trust   | We trust each other and take responsibility                |
| Value   | We value each other and recognise a job well done          |

## Five Core Capabilities form the basis of the Capability Framework for Chief Officers:

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| Delivering outcomes for our customers | <p><b><i>We focus on our communities and customers first to provide the highest standards of service</i></b></p> <ul style="list-style-type: none"> <li>• Demonstrates visionary and strategic thinking</li> <li>• Engages and influences stakeholders</li> <li>• Considers the wider context and the long-term impact of a decision</li> <li>• Communicates clearly and in a structured way, persuading others effectively</li> </ul> |
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|                      | <ul style="list-style-type: none"> <li>Consistently demonstrates exemplary standards of integrity, honesty and fairness, acts with moral courage and ensures the decent thing is done.</li> <li>Connects and inspires others behind shared strategic outcomes</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Change & Improvement | <p><b><i>We embrace the need for change and flexibility, seeking out opportunities to create effective change and suggesting ideas for improvement</i></b></p> <ul style="list-style-type: none"> <li>Shows personal initiative in transformation and digital leadership</li> <li>Makes confident evidenced based decisions on data</li> <li>Analyses and mitigates against risk when exploring opportunities and making decisions.</li> <li>Demonstrates original thought, seeks and identifies opportunities for creative solutions, is willing to consider radical solutions to break new ground in striving for opportunities to improve council performance</li> </ul>                                                              |
| Working with Others  | <p><b><i>We work together effectively, building and maintaining positive relationships and partnerships, as well as encouraging and coaching others</i></b></p> <ul style="list-style-type: none"> <li>Understands and adapts to the political environment in which they work</li> <li>Builds effective relationships with partners to achieve shared outcomes</li> <li>Takes a collaborative approach to problem-solving and decision making</li> <li>Provides constructive feedback and uses radical candour to challenge and support others</li> </ul>                                                                                                                                                                                |
| Accountability       | <p><b><i>We take responsibility for compliance with the legal and ethical duties of the council</i></b></p> <ul style="list-style-type: none"> <li>Ensures compliance with governance</li> <li>Demonstrates sound financial management of balancing the budget</li> <li>Reacts to issues as they arise and decisively deals with crisis situations</li> </ul>                                                                                                                                                                                                                                                                                                                                                                            |
| Care                 | <p><b><i>We value diversity and champion equality, diversity and inclusion. We are representative of the people that we are here to serve.</i></b></p> <ul style="list-style-type: none"> <li>Empowers and encourages others to increase their capability and confidence</li> <li>Notifies, recognises and celebrates the good work of the council and colleagues</li> <li>Displays empathy and genuine concern - takes time to find out how challenges and pressures feel from the perspective of others</li> <li>Shows self-awareness, is committed to their own personal development</li> <li>Sets high personal goals and is ambitious for progression</li> <li>Demonstrates personal resilience in the face of adversity</li> </ul> |

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| Job Profile Version Date | October 2026 | Job Evaluation Number | 7884 |
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