

Role Profile

Job Title:	Planning Manager (DM)
Location:	Colindale / Hybrid
Directorate:	Customer & Place, Planning & Building Control
Grade:	M
Reports to:	Head of Development Management

1. Purpose of Job:

The Planning Manager is responsible for the management and performance of a team of professional development management planners and technical staff and/or the making of planning decisions.

The role has delegated authority to sign off planning decisions on behalf of the Director of Planning and Building Control for the London Borough of Barnet.

The role is hybrid, attendance at the office is required for fixed days each week. There may be times when it is expected for the post holder to travel outside of the Borough to deliver services on behalf of Barnet.

2. Key accountabilities:

The postholder should be able to undertake the following tasks if required to do so:

- To manage the development process (planning applications and pre-application enquiries, including fast-track) from the earliest pre-application stage, through the validation stage to the completion of the development to ensure that they meet the requirements of planning legislation, national and local planning policies, and the key objectives of the Council.
- The assessment of technical documents submitted in support of planning applications.
- To support the delivery of the Council's Planning Enforcement function.
- To organise and lead meetings and other events involving developers, specialists across a range of disciplines (both within and outside the Council) and stakeholders to analyse, negotiate or explain the details of a development and its implications.
- To lead on performance management across the Development Management function
- To analyse, negotiate and project manage major/complex development proposals and planning cases including those involving planning obligations (Section 106 contributions) as necessary. Negotiations may include the level of pre-application/planning performance agreement fees to be paid to the Council.
- Make delegated planning decisions on behalf of the Council at levels agreed by the Director of Planning and Building Control.

- Prepare and present reports based on professional knowledge and expertise on planning and other applications to Councillors and the public at Planning Committee and act as lead officer at these meetings.
- Lead, and provide support, guidance and mentoring to Officers primarily in the Development Management team but also in the wider department and directorate, including assisting with identified training needs, to ensure high quality and consistent report writing and decision making.
- Assist in providing accurate and timely Development Management advice to the public, elected Members, other Council Services, applicants and developers, including detailed discussions with internal and external consultees where necessary in order to ensure the delivery of a high-quality customer service.
- Assist the Head of Development Management to meet KPIs and other performance measures.
- To act as lead officer in relation to the review of reports, issuing of decisions, attendance at meetings and general management of workload and staff.
- Ensure cases for planning appeals are prepared and presented in a timely and professional manner, preparing written evidence where necessary to support the Council's decision and representing the Council at public inquiries and hearings.
- For inquiries and hearings, the post-holder has responsibility for managing the presentation of the Council's case, including co-ordination of other members of the Development Management team, liaison with other expert witnesses and the legal team, and the negotiation of the level of any costs that may be awarded.
- To negotiate financial sums and/or physical improvements with developers to provide public benefits from development and ensure that development proposals make adequate provision for infrastructure and community facilities. This includes in conjunction with specialist Officers within the Service assessing the financial viability of development proposals in relation to the level of contributions to be provided, and overseeing the preparation of section 106 agreements, providing necessary interventions when required including liaising with legal colleagues and applicants.
- To contribute to the development of processes (including IT systems) and policies required to meet changes in legislation, corporate priorities and other development related factors.
- To act, if appropriate to do so, an initial point of contact for general enquiries to the service, delivering accurate and timely customer service to all at all times. The role holder will also ensure that all members of the Development Management Service uphold the standards set out within the Planning and Building Control Service Customer Charter.
- To respond to complaints, including those submitted through the Council's Corporate Complaints procedure, and be able to clear complaint responses drafted by other members of the Management group.
- To assist, if appropriate to do so, the Human Resource (HR) management of the Service and assisting the Head of Development Management in dealing with any HR matters taking account of the need for confidentiality and discretion.
- To support the Head of Development Management in exploiting opportunities for income generating projects. Identify and maximise opportunities to increase revenue strands including business cases, pre-application, Fast Track services and Planning Performance Agreements.
- Act as dataset custodian as instructed by the Director of Planning and Building Control.
- To deputise for the Head of Development Management and support other members of the management group as required.
- Any other tasks commensurate to the role.
- Impact and influence on 30+ staff within the service.
- Risk associated with attendance at planning committee, dealing with complex and contentious issues.

3. Financial Responsibilities:

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- Keep accurate records of time spent on PPA's and ensure invoices are raised to recharge (if appropriate).
- Responsible for 30+ staff

4. Health and Safety Responsibilities:

As a manager of the London Borough of Barnet, you are required to:

- Abid by of Barnet's health and safety policy, associated arrangements for managing, and implement the manager's responsibilities set out therein;
- Complete mandatory health and safety training;
- Ensure risk assessments are in place for all task/actives where there are significant hazards, including stressors that could have an adverse effect on staff wellbeing;
- Identify and implement controls;
- Ensure staff are aware of the risk assessment findings and trained in the use of controls measures;
- Monitor health and safety compliance arrangements and take action where there are concerns;
- Include health and safety in regular management team meetings;
- Lead by example, monitor and enforce health and safety compliance of staff.

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / **L**earning to Improve / **I**nclusive / **C**ollaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Degree in Planning or Planning related subject	Essential	Application
Member of the RTPI	Desirable	Application
Experience & Knowledge		
Demonstrable knowledge of dealing with complex major planning applications to deliver successful outcomes	Essential	Application/Interview
Previous experience of leading and motivating a large team of planning and other professionals	Essential (for Line Managers) Desirable (for Decision Making Managers)	Application
Excellent technical knowledge of the English Town Planning system and the opportunities provided by digital planning	Essential	Application/Interview
Competent and confident to lead negotiations with stakeholders and communicate clear advice on proposals	Essential	Application/Interview
Demonstration of understanding of administrative processes relating to the processing of planning applications and pre-applications	Essential	Application/Interview
Previous practical experience of writing and implementing business cases	Desirable	Application/Interview
Previous practical experience of supporting staff remotely	Essential	Application/Interview
In depth knowledge of the legislative requirements associated with planning	Essential	Application/Interview
Skill & Ability		

Ability to successfully work under pressure and meet deadlines, performance targets and produce regular consistent output of work	Essential	Application/Interview
Excellent verbal, written communication and presentation skills and ability to prepare clear and concise reports, briefings and correspondence	Essential	Application/Interview
Ability to present complex cases to committees	Essential (for Decision Making Managers) Desirable (for Line Managers)	Application/Interview
Experience at Hearings at Public Inquiries	Essential (for Decision Making Managers) Desirable (for Line Managers)	Application
Excellent IT skills	Essential	Application/Interview
Experience of staff mentoring, understanding of general staff development principles and ensuring that training requirements are met. Contribute to the provision of a Departmental Training programme.	Essential (for Line Managers) Desirable (for Decision Making Managers)	Application
Awareness of the emergence of digital improvements to the planning system and practical applications to the role	Essential	Application
Awareness of commercial matters affecting a planning service and pressures on budgets	Desirable	Application/Interview
Ability to keep accurate records, ensuring procedures for data storage are adhered to	Essential	Application/Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		

Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Desirable	Application/Interview
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Desirable	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview