

STRATEGIC PLANNING MANAGER (JOINT LOCAL PLAN)

Role Profile



Title	Strategic Planning Manager (Joint Local Plan)	
Grade	GRADE K	
Reference:	N563	
Reports to:	Head of Development Planning (Plymouth City Council) – on behalf of the Joint Local Plan Senior Management Team of Plymouth City Council, South Hams District Council and West Devon Borough Council	
Work style Definition	Office based hot–desk/touch down worker	
Job Type:	Operational Leader	
Primary purpose of role	To provide strategic leadership on behalf of Plymouth City Council, South Hams District Council and West Devon Borough Council, of the management, monitoring, implementation and review of the Plymouth and South West Devon Joint Local Plan. In so doing, to manage the councils' Joint Local Plan Team and commission from in-house teams and consultants as appropriate work required to maintain a fully sound and legally compliant spatial planning policy framework for the three councils.	
Key accountabilities and key measures	Role outcomes <ul style="list-style-type: none"> ▪ Establishment and ongoing delivery of robust, consistent and effective strategic monitoring and review framework for the Joint Local Plan (JLP). (10%) ▪ Active management of risks to the delivery of the plan, including where appropriate elevating major issues through joint member governance. (15%) ▪ Ensuring that a sound and robust JLP evidence base is maintained, meeting statutory requirements and ensuring that the councils have the core information available to meet their wider planning responsibilities. (15%) ▪ Provide strategic policy guidance and ensure that officers and members across the councils are appropriately trained and informed in relation to their 	Role measures <ul style="list-style-type: none"> ▪ Robust and timely information systems delivered, including in relation to the 5 year housing land supply, to facilitate the delivery of the plan and support the development management process. ▪ Risk review and management actions / recommendations reported to JLP Partnership Board as required and at least twice per year. ▪ Planning policies and planning decisions given effective support, being demonstrated to do so through planning appeals and public hearings / inquiries. ▪ Training programmes for Planning Committees and Board members, and officers delivered on at least annual basis; together with ongoing support provided.

	<p>responsibilities in delivery of the plan. (10%)</p> <ul style="list-style-type: none"> ▪ Programme management of partial and full reviews of the JLP as required. (10%, although this will increase significantly when reviews taking place) ▪ Represent the councils at regional and national level in relation to strategic spatial planning, and wider relationship management with key stakeholders and partners. (5%) ▪ Fulfil the councils' statutory responsibilities for delivering and maintaining planning, programming and monitoring documents. (10%) ▪ Deliver spatial planning advice and support to the JLP Partnership Board and advise on JLP governance. Matters. (5%) ▪ Overall leadership / management of the JLP Team. (20%) 	<ul style="list-style-type: none"> ▪ Establishment of work programmes and commissioning arrangements for partial and full reviews where necessary, with a full review being completed at least every 5 years. ▪ Attendance at all key national and regional meetings, and inputs to national and regional plans and initiatives delivered on time. ▪ All statutory planning documents delivered on time and kept up to date. ▪ Preparation of agendas and coordination of papers for all board meetings. ▪ Regular team meetings, one-to-ones, monthly budget monitoring reports.
Key activities	<ul style="list-style-type: none"> ▪ Establish a consistent JLP monitoring framework across the Plan Area and for each Policy Area and LPA – covering housing, employment, retail and all of the indicators identified in the plan - and commission work as required to ensure that this framework is delivered and maintained. This will include maintaining up to date information on the 5 year housing land supply situation for each LPA and each Policy Area. (10%) ▪ Maintain a local plan delivery risk register and putting in place appropriate mitigation strategies and intervention programmes as required. This will include producing reports (at least annually) on the delivery of the JLP and identifying any interventions / remedial measures needed where the plan is off track. (15%) ▪ Maintain a sound and robust evidence base, meeting statutory requirements and ensuring that the LPAs have the core information available to meet their wider planning responsibilities. (15%) ▪ Provide strategic policy guidance and support to teams leading on the preparation of supplementary planning documents and to neighbourhood planning groups; also providing training and consistent quality support to officers and members in relation to interpretation of the JLP and its monitoring information through the development management process. (10%) ▪ Active use of strategic monitoring and review information to establish the need for partial and full reviews of the JLP, and programme managing these reviews, including commission of in house and external resources 	

	<p>as required. (10%, although this will increase significantly when reviews taking place)</p> <ul style="list-style-type: none"> Represent the LPAs in regional and national planning as appropriate, including horizon scanning of national policy changes. (5%) Maintain an up to date local development scheme and authorities monitoring reports, and commission work as appropriate to meet other statutory requirements, including brownfield land registers and statement of community involvement. (10%) Provide support and advice to the JLP Partnership Board, and to officers and Members of the JLP Authorities, in relation to plan preparation, monitoring, implementation and review. (5%) Leadership and management of the JLP Team, including work programming, budget management, staff development, health & safety. (20%) Carry out other duties appropriate to the grade of the post.
Essential qualifications/knowledge	<ul style="list-style-type: none"> Degree or equivalent in town planning or similar. Chartered member of the Royal Town Planning Institute.
Desirable qualifications/knowledge	<ul style="list-style-type: none"> A Certificate in Management and/or a Diploma in Management Studies.
Essential experience	<ul style="list-style-type: none"> Extensive experience of leading on complex planning policy and delivery matters, including the preparation of statutory development plan documents through all stages of the plan preparation process, including satisfying the tests of external scrutiny. Experience and/or full working knowledge of planning legislation and relevant Government Guidance. Experience of working in a multi-disciplinary environment to achieve coordinated service delivery. Experience of presenting reports to Committees and at public meetings Extensive experience of presenting evidence/representations at public inquiries, Local Plan inquiries, Examinations in Public or other such hearings. Well-developed understanding and practical experience of the delivery of effective community engagement and collaborative approaches to planning.
Desirable experience	<ul style="list-style-type: none"> Experience of working and leading in the context of strategic partnerships.
Essential skills	<ul style="list-style-type: none"> Demonstrable strategic thinking skills for considering complex situations that require a significant level of judgement, particularly within the context of spatial planning. Political sensitivity and awareness including experience of working closely with, and providing advice to elected members and senior management on a formal and informal basis.

	<ul style="list-style-type: none"> ▪ Track record in key managerial competencies including leadership, innovative thinking, negotiation and motivation, setting performance standards and managing and monitoring budgets. ▪ Demonstrable skills in learning the implications of a continually-changing legislative and national policy framework and from national best practice.
<p>Corporate standards</p> <ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. ▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures. ▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures. ▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation. 	