

## Job Description and Person Specification

**Post Title:** Group Manager - Planning and Strategic Growth

**Reports to:** Executive Director - Place

**Scale:** 12

**Politically Restricted:** Yes

### Overall Purpose

1. As a member of the Senior Leadership Team to model and promote a culture of ambition, leadership, excellence, high performance and one team ethos.
2. The Council's lead for Planning and Strategic Growth, having accountability for delivering priorities, key projects and achieving results.
3. To proactively identify opportunities to advance the Blaby District Council's Plan through change initiatives that will deliver measurable business improvement.
4. To work collaboratively with the Senior Leadership Team and stakeholders on the delivery of underpins the Blaby District Council's plan.

### Key Roles, Tasks and Responsibilities

1. To lead a group of services and Service Managers - setting direction, establishing priorities, building capacity, maintaining focus, and delivering value for money and continuous improvement.
2. As a member of the Senior Leadership Team to demonstrate and promote a culture of ambition, excellence, responsibility and high standards across the council.
3. Develop and deliver the Councils Local plan and collaborate with partners on strategic planning matters.
4. Lead on developing and delivering the Biodiversity net Gain requirements.
5. To work in partnership with other agencies to develop, deliver and innovate service improvements, create opportunities and achieve ambitious targets.
6. To manage, lead and deliver key corporate and service related projects to ensure they meet strategic objectives.
7. To ensure that statutory or regulatory standards are met that apply to the services you lead.

8. To keep up to date of best practice and future trends in your service area and strategy with the aim of delivering a modern innovative service.
9. To drive a system of performance management and improvement across your services.
10. Support and embed the Council's transformational priorities including commercial opportunities to make the Council more financially resilient.
11. To support and advise members of the Council, Cabinet, Scrutiny and other meetings on relevant matters.
12. To maintain and look at ways to improve effective business continuity arrangements.
13. To ensure equality of opportunity and fairness in terms of Access to Services and employment and to support the delivery of the equality standards.
14. To identify customer needs and the most appropriate way of meeting them within current and future resource constraints.
15. Appraising and advising on commercial opportunities and financial targets, whilst safeguarding public money.
16. To engage in and chair strategic partnerships and associated forums.
17. To hold such appointments on outside bodies as specified by the Council/Cabinet Executive/Chief Executive and carry out work for or on behalf of outside bodies as required.
18. To hold Proper Officer appointments specified from time to time in the Council's Constitution.
19. To undertake the role of Chief Planning Officer.

### **Post Characteristics**

**Allowances:** Essential car user allowance, Mobile telephone, one professional subscription.

**On call/emergency situations:** Yes

**Security/safeguarding checks:** None

### **Health and Safety Responsibilities**

1. Health and safety responsibility is inherent in the managerial role and the responsibilities for health and safety are no different from the requirements of other management activities.

2. To be familiar with and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.
3. To be responsible for the effective implementation of the Council's health and safety policies and procedures with their services. To ensure that robust and effective safe working arrangements are in place and adhered to by all staff at all times.
4. To ensure that all accidents, incidents and near misses are properly reported and investigated.
5. To report any corporate or significant H&S issues to the Corporate Health and Safety Adviser.

### **Emergency Planning/Response Responsibilities**

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

## **Person Specification**

### **Knowledge**

#### **Essential:**

A good understanding of political processes and of effectively managing politically sensitive issues and of working with employees, elected members and external stakeholders (3, 4\*)

A clear understanding of the current context of political challenges facing the public sector (3, 4\*)

A good knowledge of the legislative framework relating to the provision of high quality services in the public sector and up to date knowledge of recent changes (3, 4\*)

#### **Desirable:**

A good knowledge of local government finance and funding structures especially in regard to planning services (3, 4\*).

Knowledge of town planning and planning regulations (3, 4\*).

### **Experience**

#### **Essential:**

Considerable relevant experience of working in a similar sized or larger organisation at a senior level (3, 4\*).

Experience of delivering significant cultural change in staff teams (3, 4\*).

Experience in the preparation and presentation of complex strategy and policy documents (3, 4\*).

Experience of successful partnership working and being able to demonstrate the knowledge to ensure that the Council can benefit from partnerships (3, 4\*).

Experience of managing significant and demanding projects (3, 4\*).

Experience of and the ability to prepare comprehensive business cases or reports including the identification of costs, benefits and risks (3, 4\*).

Proven delivery of systems improvement and performance improvement (3, 4\*).

To uphold and display the Blaby District Council's Vision and Values (3, 4\*).

#### **Desirable:**

Experienced in strategic development issues including securing infrastructure (3, 4\*).

Experience of bringing forward a local plan (3, 4\*).

Relevant experience of working in the public sector (3, 4\*).

## **Skills/Abilities**

### **Essential:**

Proven ability to develop positive relationships internally with colleagues, and also with Members and colleagues from other organisations to further the Council's aims (3, 4\*).

Proven ability to deliver positive, customer focussed outcomes in a challenging environment (3, 4\*).

Ability to lead and deliver significant culture change (3, 4\*)

Proficient in leadership and people management skills with the ability to get results through working with people (3, 4\*).

Ability to produce high quality outputs to exacting deadlines, amidst conflicting demands (3, 4\*).

To possess excellent written and spoken communication skills (3, 4\*).

To be a skilled motivator and inspirational leader (3, 4\*).

Ability to manage across a range of disciplines (3, 4\*).

### **Desirable:**

Must be confident and comfortable dealing with media interest on issues relating to your services (3, 4\*).

## **Qualifications/Training**

### **Essential:**

Evidence of Continuous Professional Development (3, 4, 5\*).

### **Desirable:**

Recognised management qualification (3, 4, 5\*).

Recognised qualification relevant to a service area within the group (3, 4, 5\*).

## **Other**

### **Desirable:**

Membership of the Royal Town Planning Institute or equivalent (3, 4, 5\*).

Method of assessment\*

1. Test prior to shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence

**Job Description and Person Specification details:**

Reviewed by: Chief Executive

Latest Version Date: February 2024

Job Evaluation Ref: A1118