

Job Description and Person Specification

Post Title: Strategic Growth Manager

Reports to: Planning & Strategic Growth Group Manager

Scale: 8

Politically Restricted: Yes

Overall Purpose

1. To lead on strategic development projects and manage the Strategic Growth Team.
2. To lead on, influence progress and effectively manage all aspects of large scale, strategic development projects.
3. To lead the consideration and negotiation of complex major planning applications and associated matters.
4. To take a positive and proactive lead in the delivery of high-quality sustainable development in the District.
5. To contribute to the overall effective management and coordination of the Group as part of the Group management team.
6. To manage and be responsible for the Strategic Growth Team, including the direct line management of the Major Schemes Officers.
7. To work closely with other teams within the group, and across the organisation, to ensure a co-ordinated approach to large scale development planning and delivery.

Key Roles, Tasks and Responsibilities

8. To lead on all elements of major strategic development projects, from conception through to delivery, including:
 - a. Project start up, including the identification of suitable strategic development projects/sites.
 - b. Securing appropriate funding and taking a lead role in the negotiation of funding agreements.
 - c. Managing the planning process for large scale strategic projects
 - d. The development of project plans
 - e. Negotiating and communicating with applicants, agents and consultees.

- f. Consulting with members of the public, parish councils, District Councillors and MPs.
 - g. Assessing proposals against their conformity with national and local planning policies and guidance and all other material considerations (including representations made by consultees)
 - h. Co-ordinating the required specialist input and technical studies
 - i. Liaising with other teams to ensure the development of strategic sites maximises wider opportunities for the district
9. To lead the development of the commercial focus of the planning department, working with council teams and partners to support delivery of district wide economic growth objectives.
 10. To lead the service by providing clarity of purpose and expectations, monitoring and discussing performance regularly and frequently with the team and with individual members when appropriate and assisting the team to remove obstacles to delivery and identifying ways to achieve agreed outcomes.
 11. To effectively manage the Strategic Growth Team, including line management of the Major Schemes Officers, ensuring that the team responds appropriately to demand and performs effectively and efficiently. Monitoring the ability of the team to cope with workloads, planning ahead for predictable events are key to ensuring that the team performs to the best of its ability and maintaining motivation and performance.
 12. To support and develop any bids for external funding and for awards to aid the delivery of high quality and sustainable development.
 13. To manage assigned budgets and resources and continually seek to maximise income, and secure efficiency gains and savings.
 14. To successfully manage change within the team and build effective communication networks across all Planning work functions and areas.
 15. To facilitate a positive collaborative working relationship with key stakeholders by maintaining regular and effective liaison with partner agencies to aid the delivery of projects.
 16. For strategic development proposals, to develop and organise an appropriate project management structure, including an overall steering group and working groups which involves matrix leadership of council teams and partners to lead on and consider specific development issues.
 17. To negotiate and secure Planning Performance Agreements.
 18. To write commissioning briefs for professional consultants to advise the Council on development proposals as necessary such as independent financial appraisals. To effectively manage the tender, appointment and

assessment process in accordance with statutory requirements and Council policy. To effectively manage the consultants and to ensure the cost effective and timely delivery of the commissioned work.

19. Proactively support the professional development of members of Strategic Growth Team.
20. Any other duties as maybe required by the Planning & Strategic Growth Group Manager.
21. Attendance at events, training course, and meetings outside of normal office hours will be required.
22. To maintain an up-to-date knowledge of best practice relevant to the job role, new legislation and local and national policy and all issues relevant to the function.

Post Characteristics

Allowances: Essential car user, payment of professional fees.

On call/emergency situations: No

Security/safeguarding checks: None

Health and Safety Responsibilities

1. To be familiar 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.
2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager or the Corporate Health and Safety Adviser for action.
3. To take reasonable care for health and safety of yourself and others.
4. To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements are complied with.
5. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety.
6. To maintain any Personal Protective Equipment that you are issued and required to wear, and to report any defects to your line manager.

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:

Clear understanding of what constitutes a major strategic project. (3, 4*).

Clear understanding of the concept of development management and enabling good development. (3, 4*).

An extensive knowledge of current planning legislation and statutory regulations. (3, 4*).

A good working knowledge of the Microsoft suite of IT packages. (3, 4*).

An understanding of how to project manage and facilitate the delivery of large scale development proposals and how to balance conflicting pressures to negotiate a positive outcome which best serves the District. (3, 4*).

An understanding of how strategic developments contribute to economic growth and the role councils undertake to realise the full potential of developments. (3, 4*).

Experience

Essential:

Proven and successful track record of leadership abilities and people management, including team management, motivation & retention and performance management (3, 4, 5*)

Experience of developing and delivering strategic growth (3, 4*).

Managing and delivering culture change in a complex service delivery environment (3, 4*).

Experience in, and an effective understanding of the issues involved in delivery of excellent customer service; ability to deliver services with a proper regard for equal opportunities, access and health and safety (3, 4*).

Effective management of resources. (3, 4*).

Budget preparation & monitoring. (3, 4*).

Office software – Excel, Word, Outlook & Powerpoint. (3, 4*).

Experience of managing strategic, complex and politically sensitive development projects. (3, 4*).

Desirable:

Experience of working in a commercial or business focussed environment (3, 4*).

Experience of preparing funding bids (3, 4*).

Skills/Abilities

Essential:

Highly developed Project Management Skills (3, 4*).

Developed skills in negotiation and persuasion. (3, 4*)

Takes pride in ensuring the delivery of high quality sustainable development (3, 4*).

Flexible and adaptable approach to doing what ever is necessary to deliver an effective and efficient service for residents that meets their needs and expectations (3, 4*).

High level and proven interpersonal skills (3, 4*).

Proven ability to foster and develop personal relationships that enable cross organisational collaboration and effective joint working (3, 4*).

High and proven written, verbal and presentational skills. (3, 4*).

Evidence of a genuine commitment to customer service excellence (3, 4*).

High and demonstrable analytical, problem solving and creative skills (3, 4*).

High level of competence in office systems – Excel, Word, Outlook & Powerpoint. (3, 4*).

Personal integrity and political sensitivity. (3, 4*).

Self motivated, productive, dynamic and innovative. (3, 4*).

Ability to communicate effectively at all levels with excellent verbal and written communication skills. (3, 4*).

High level of accuracy and attention to detail. (3, 4*).

Ability to work under pressure. (3, 4*).

Ability to organise own workload, prioritise and meet deadlines and make appropriate adjustments when required. (3, 4*).

Ability to work well within a team. (3, 4*).

Qualifications/Training

Essential:

Degree or postgraduate qualification in Town and Country Planning (3, 5*).

Evidence of continuing professional development (3, 5*).

Desirable:

Chartered Membership of the Royal Town Planning Institute (3, 5*).

Other

Essential:

Full driving licence (3, 5*)

Use of a car for business purposes (3, 5*)

Ability to undertake site visits (3, 4*).

Ability to attend evening meetings (3, 4*).

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: Planning & Strategic Growth Manager

Latest Version Date: November 2024

Job Evaluation Ref: A1341