



## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Head of Planning	<b>Directorate/Service Area:</b> Planning, Transport & Environment
<b>Section:</b> Planning	<b>Reporting to:</b> Director, Planning, Transport & Environment
<b>Grade:</b> OM1	<b>Hours per Week:</b> 37
<b>Post Number:</b> ST50009818	<b>Number of Employees Reporting to Post:</b> 8
<b>Special Conditions:</b> <ul style="list-style-type: none"> <li>• Will undertake such other duties and/or times of work as may reasonably be required of you.</li> <li>• Willingness to work occasional weekends and occasional evenings as the need arises.</li> </ul>	<b>Location of Post:</b> County Hall, however homeworking must be undertaken currently due to the pandemic.
<b>Job Purpose:</b> <p>To manage, lead and effectively deliver the Planning and Building Control functions within the County of Cardiff.</p>	
<b>Duties and Responsibilities</b> <b>Job Specific Requirements</b> <ol style="list-style-type: none"> <li>1. To provide leadership and direction in maintaining and developing the efficient, effective operation and profile of the Service that meets customer and organisational needs/requirements whilst managing associated risks</li> <li>2. To lead and co-ordinate the Development Management function including responsibility for the management of caseload, direct involvement in negotiations on major proposals, ensuring the smooth operation of Planning Committee and providing professional support and advice to Case Officers</li> <li>3. To lead and co-ordinate the Planning Policy function including maintaining an up-to-date Development Plan, preparation of supporting guidance, policy monitoring and cross-authority working including co-ordinating the Council's input into the Strategic Development Plan process</li> <li>4. To manage the Building Control function</li> </ol>	

5. To effectively manage the resources of the Service including workforce planning and staff development, budgetary management (including maximising opportunities to secure additional income and putting in place robust financial monitoring measures) and ensuring that IT systems remain fit for purpose
6. To effectively plan ahead to ensure that the Planning Service can adapt to effectively respond to risks/future challenges, identify best practice/develop innovative solutions and respond to evolving customer/stakeholder needs through leading an on-going business planning process
7. To ensure that the Service successfully meets national and corporate performance targets
8. To champion the role of Planning in delivering outcomes which meet national and local priorities including responding to the climate emergency, placemaking agenda, supporting the post-Covid recovery, meeting future needs and wider well-being and environmental objectives
9. To deputise for the Director of Planning, Transport & Environment as may be required

### **Corporate Requirements**

1. To participate actively in supporting the principles and practice of equality of opportunity as laid down in the organisation's Equal Opportunities Policy
2. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate
3. To ensure that the Planning Service fully contributes to relevant corporate initiatives
4. As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.

**DATE COMPLETED: 02/03/2021**

**AGREED BY:**

**Date Received by Post holder:** \_\_\_\_\_

**Signature of Post holder:** \_\_\_\_\_



## Person Specification

**Job Title:** Head of Planning  
**Post Number:** ST50009818

### THE PERSON APPOINTED MUST MEET THE FOLLOWING REQUIREMENTS

Area to be Demonstrated	Essential Requirements  YOU MUST DEMONSTRATE THAT YOU MEET THESE REQUIREMENTS	Desirable Requirements  YOU DO NOT HAVE TO MEET THESE REQUIREMENTS BUT IF YOU DO, PLEASE TELL US	How Assessed  Application Form or Interview or Both
<b>Competencies (as per Behavioural Competency Framework)</b>	<ul style="list-style-type: none"> <li>• Putting Our Customers First – <b>Level 4</b> (1)</li> <li>• Getting Things Done – <b>Level 4</b> (2)</li> <li>• Taking Personal Responsibility – <b>Level 4</b> (3)</li> <li>• Seeking to understand others and treating them with respect – <b>Level 4</b> (4)</li> </ul>		Application Form
<b>Education &amp; Training</b>	Professionally qualified as a Chartered Town Planner or hold an appropriate professional qualification with demonstrable educational attainment, experience and expertise in Planning and Development Management (5)	Appropriate leadership/management qualification or other equivalent training/professional development achievements (1)	Application Form & Interview, certification where required
<b>Experience / Knowledge</b>	<p>Relevant experience of effectively leading and managing Planning Teams (6)</p> <p>Relevant experience of determining complex planning applications including successfully leading negotiations with developers (7)</p>	<p>Sound understanding and experience of Building Control functions (2)</p> <p>Demonstration of effectively managing Planning Budgets (3)</p> <p>Sound understanding, awareness and practical applications of the</p>	Application Form and Interview

	<p>Sound understanding of the legislative framework and Planning Policy context in Wales and experience of direct involvement in the Plan-making process (8)</p> <p>Relevant experience of effectively liaising with Elected Members including presenting applications to Planning Committee and advising Cabinet &amp; Local Members (9)</p> <p>Experience of playing a leading role in working corporately and collaboratively with external organisations in delivering successful outcomes (10)</p>	Placemaking approach (4)	
<b>Skills and Abilities</b>	<p>Exceptional organisational skills including the ability to effectively manage multiple priorities and work under pressure to high levels of performance to tight and often challenging deadlines (11)</p> <p>Highly developed communication and interpersonal skills (12)</p> <p>The ability to work collaboratively and help deliver corporate priorities (13)</p> <p>The ability to effectively delegate and to maximise/empower the role of staff in delivering Service objectives (14)</p>		Application Form and Interview
<b>Personal Attributes</b>	<p>A commitment to developing the potential of staff within the Planning Service (15)</p> <p>The ability to drive innovative improvements</p>		Application Form and Interview

	<p>which benefit customers (16)</p> <p>To be a champion in demonstrating the positive and enabling role of Planning (17)</p> <p>Commitment to the Council's Equal Opportunities Policy (18)</p>		
<b>Special Circumstances</b>	Will undertake such other duties and/or times of work as may reasonably be required of you. (19)		Application Form and Interview