

# Job Title: Head of Planning Policy, Transport and Infrastructure Planning

Generic Role Profile: Leadership Level: Tier 3



## Role Purpose, Context and Scope:

- Accountable for leading and managing specific Council services at a tactical delivery level, providing professional expertise, leading on a complex programme or the commissioning of services for the Council.
- Post holders will provide strong leadership management and guidance regarding the allocation of resources, risk management, change management and behaviours within a specific service area.

## Indicative Accountabilities:

- Lead and work collaboratively across all service areas with other senior managers (including those from partner organisations and agencies) in order to deliver services, generate efficiencies and create synergies wherever possible.
- To influence and contribute to delivering objectives set out in the corporate plan.
- Instil in direct reports the imperative for accountability, responsibility, collaboration and integration with other areas across the Council.
- Drive significant cultural change through the corporate infrastructure in order to drive service excellence.
- Lead, manage and develop staff so that they are capable of and motivated to achieve the corporate and service aims and objectives.
- Be totally accountable for associated budget, and have affordable plans in place to deliver the Medium Term Financial Plan.
- The post holder must ensure that Health & Safety legislation and the Council's Health & Safety requirements are complied with and monitored within.
- Be aware of and comply with the Council's Equal Opportunities Policy.

## Example Job Titles:

- Head of Service (Service Lead, Professional Experts, Commissioners, Programme Managers)

## Indicative Performance Measures:

- Specific measures from Medium Term Financial Plan.
- Achievement of Council's Corporate Priorities.
- Achievement of Workforce Plan targets.

## Indicative Dimensions:

- Work involves management of specific service areas or specific programmes or providing professional expertise or commissioning of services with some integration with external partners.
- Generally has a direct responsibility for the financial management of specific service area.
- Jobs at this level operate with a wide level of discretion over resource allocation. Decisions taken are consistent with Council policies and procedures. There is managerial control exercised through the review of results.

## Leadership Competencies:

- **Achieving Ambitious Outcomes** – Takes responsibility for the delivery agenda; planning activities and for achieving results. Typically looks 12 months ahead.
- **Service Excellence** – Consistently strives to achieve the best for the community and residents. Focuses on quality in everything. Has a positive and dynamic approach.
- **Thinks Differently** – Handles complex information. Comes up with a range of ideas and proposes well thought out solutions.
- **Visible Leadership** – Leads service confidently; builds and supports teams. Understands the skills and capabilities of the team, provides feedback and encourages development.
- **Work in Partnership; One Council** - Understands the value of working together. Looks to build relationships, share information and collaborate on important issues, to achieve better results.
- **Open Communication** - Open, friendly, clear and confident. Adapts the way they communicate and can make an impact, influencing others and building support. Listens carefully to others to understand different views.

## Haringey Values:

- Lives, and can articulate for others, our values: Human ▪ Ambitious ▪ Accountable ▪ Professional

## Indicative Knowledge, Qualifications, Skills and Experience:

- Deep and detailed knowledge of principles and practices gained through extensive experience and development in a specific field.
- Degree level or equivalent qualification plus substantial post qualifying in specialised field.
- Membership of appropriate professional body – by examination (e.g. RTPI).
- Management qualification (e.g. DMS, MBA etc.) or equivalent experience.
- Excellent communication skills in order to lead and motivate employees, negotiate with partners etc.
- Ability to exercise initiative and good judgement in delivering service and Council aims and objectives.
- Ability to manage complex service delivery within a challenging and political environment.
- Understands the commercial context of the service they provide.
- Ability to work with high level internal and external stakeholders.
- Good IT skills, including MS Office.

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## Job Specific

Job Title and Service Area:
Head of Policy, Transport and Infrastructure Planning– Regeneration, Planning and Development
Role Purpose:
<ul style="list-style-type: none"> <li>• Manage and lead a professional team responsible for the preparation and adoption of all statutory and non statutory planning, heritage and transport policy to support the effective management of all new development, transport, heritage and built environment/place assets within the Borough in accordance with the objectives of the Corporate Plan.</li> <li>• Secure and promote investment in infrastructure across the borough through the development of strategies, relationships and partnership working arrangements and the operation and management of statutory and non statutory infrastructure funding regimes (e.g. CIL/LIP/S106).</li> <li>• Provide services to satisfy the statutory obligations of the Council in respect of Assets of Community Value, Neighbourhood Planning and Village green registration.</li> </ul>
Main Responsibilities (in addition to typical accountabilities overleaf):
<ol style="list-style-type: none"> <li>1. To prepare, monitor and review as appropriate the Council's suite of statutory and non statutory planning, heritage and transport related policy frameworks/plans (e.g. the Local Plan, Transport Strategy, Infrastructure Delivery Plan, Conservation Area Management Plans) and to act as a senior professional advisor (where appropriate deputising for the Assistant Director – Planning) to internal and external agents on all matters relating to strategic planning, heritage, infrastructure and transport strategy.</li> <li>2. To lead, develop and manage the team in a professional manner consistent with the achievement of cross Council Corporate Plan outcomes</li> <li>3. To provide and manage expert advice services in respect of planning policy, urban design, conservation/heritage and transportation (including providing formal responses as the Highway Authority) to support the statutory planning process.</li> <li>4. To provide a range of support services to communities associated with the Localism Agenda – including the management of process concerning Assets of Community Value, Neighbourhood planning, Village green registration.</li> <li>5. To lead and implement appropriate measures consistent with the objective of recovering all eligible costs associated with the operation of the teams work and the creation of a financially sustainable service, including the exploration and development where appropriate of partnership working within and outside of the Council.</li> <li>6. To actively promote the health and wellbeing of all citizens through the effective promotion and deployment of the skills and expertise of the team.</li> </ol>
Knowledge, Qualifications, Skills and Experience (in addition to those stated overleaf):
<ul style="list-style-type: none"> <li>▪ Deep and detailed knowledge of principles and practice in the field of Strategic Planning Policy.</li> <li>▪ Degree level or equivalent qualification in planning or transportation planning (e.g. MRTPI/RICS)</li> <li>▪ Membership of appropriate professional body – by examination (e.g. RTPI/RICS).</li> <li>▪ Excellent communication skills and an ability to lead negotiations on complex and complicated operational matters, including the exercise of initiative and discretion to resolve problems efficiently and effectively.</li> <li>▪ Proven capability to commission and manage effectively projects/contracts for the provision of expert services/investigations to support the development of policy and policy related outcomes.</li> <li>▪ Experience of coordinating and managing statutory and non statutory consultation and engagement activities with elected representative and communities.</li> <li>▪ The ability to promote and manage the operation of the service and deployment of staff to ensure the financial sustainability of the service, including the identification and promotion of income raising activity and the</li> </ul>

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undertaking of marketing and collaborative services (partnerships) where appropriate and consistent with the Corporate Plan.

- The ability to identify, promote and commission appropriate IT and technology solutions consistent with the delivery of a “smart” workforce deployment that meets the needs of customers.

#### Dimensions:

1. The role involves the management and leadership of a dedicated team delivering a range of advisory services and the collection and allocation of grant and development related income sources to support heritage, transport and infrastructure outcomes equivalent to circa £4m pa.
2. The service prepares statutory documents to support circa £4bn investment over the next 20 years and provides advice and input into projects which have long term and permanent impacts with a value of up to £500m GDV.
3. The role has direct financial responsibility for the budget of the team (Circa £1.4m pa) and the welfare of up to 15 staff.

#### Organisational Structure (attach as an appendix):