

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE:	Head of Strategic Planning and Housing
REFERENCE NO:	EDP102
SALARY SCALE:	PO16-19 (scp 46-49) £56,080 to £59,525 per annum Plus 7.5% Lease Car Contribution
HOURS OF WORK:	37 Hours Per Week
POST NO:	D42
SERVICE AREA:	Strategic Planning and Housing
RESPONSIBLE TO:	Director of Economic Development and Planning
RESPONSIBLE FOR:	Planning Policy, Economic Development, Partnerships, Tourism and Housing Sections
JOB PURPOSE:	To deliver the Council's new Local Plan, and to manage employees within the Planning Policy, Economic Development, Partnerships, Tourism and Housing Sections.

KEY RESULT AREAS:

- Manage the preparation and adoption of the Council's new Local Development Plan.
- Advise the Council on strategic planning matters and their integration with the sustainable community, housing, tourism and economic development strategies.
- Manage the Council's Planning Policy, Strategic Housing, Economic Development, Partnerships and Tourism functions.
- Ensure the Council's vision and policies are understood and implemented by providing direction and purpose throughout the Council's Planning Policy, Economic Development, Tourism and Housing Sections.
- Prepare revenue and capital estimates for the Section and maintain budgetary control in accordance with the principles of value for money.
- Manage the employees of the Section in accordance with the Council's values and policies.

- To represent and advise the Council in relation to sub regional, county and corporate policy and development matters including joint-working initiatives and future tourism and economic partnership functions.
- To represent the Section at Economic Development Committee, Health and Housing Committee and Parish Council Liaison.
- Provide support to and promote the Local Strategic Partnership initiatives which specifically address community safety.
- Contribute to the collective management of the Council through the Heads of Service Team, and the Council's corporate planning processes.
- To be responsible for ensuring data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

It is inevitable that there will be occasions when the Head of Strategic Planning and Housing will be required to work in the evenings and at weekends.

Please note this post is politically restricted under Section 2 of the Local Government and Housing Act 1989.

Signed Date

Name (Print)

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
Relevant Degree in Planning or related discipline.		Application Form
Member of the Royal Town Planning Institute.		Application Form
Full UK driving licence plus access to a car for work purposes.		Application Form
Experience		
A minimum of 5 years' post-graduation experience with detailed working knowledge of the legislation and planning policy guidance in relation to Local Plans		Application Form/ Interview
Experience of Examinations in Public and/or appeals involving complex developments issues in a public inquiry / informal hearing setting.		Application Form/ Interview
Experience of presenting to and working with Elected Members on complex planning issues.		Application Form/ Interview
Ability to work effectively with other partners and the wider community		Application Form/ Interview
Ability to manage multi-disciplinary teams and deliver specified outputs and outcomes		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Experience		
Experience of leading, empowering and motivating teams and develop a performance management culture.		Application Form/ Interview
Experience of managing complex projects to a tight timetable.		Application Form/ Interview
Experience with implementing change in service delivery.		Application Form/ Interview
Experience of developing cooperative working relationships with Members, staff, colleagues and external bodies to support the achievement of service objectives.		Application Form/ Interview
Experience of delivering a customer care and focused service delivery to quality standards.		Application Form/ Interview
Experience of budget management and planning.		Application Form/ Interview
	Detailed knowledge of Local Authority housing issues and legislation.	Application Form/ Interview
	Formal project management training.	Application Form/ Interview
Skills/Knowledge		
Knowledge and understanding of the key issues for local government, including working with Elected Members.		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Skills/Knowledge		
Detailed knowledge and experience of legislation and best practice in relation to planning and housing.		Application Form/ Interview
Ability to think laterally and develop creative solutions and make effective decisions.		Application Form/ Interview
Excellent IT skills with a good working knowledge of Microsoft Office.		Application Form/ Interview
Ability to assimilate national, local and regional policy and interpret this for local implementation.		Application Form/ Interview
Excellent written and verbal communication skills together with the ability to produce and present reports in a clear and professional manner to a wide range of audiences.		Application Form/ Interview
Excellent negotiation, advocacy and communication skills.		Application Form/ Interview
Additional		
A desire for ongoing development of professional skills.		Application Form/ Interview
Highly developed communication skills with all sections of the workplace and community.		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Additional		
Highly motivated with an ability to inspire others.		Application Form/ Interview
An aptitude for problem solving and conflict resolution.		Application Form/ Interview
An ability to balance conflicting priorities with limited time and person resources.		Application Form/ Interview