

Chief Planning Officer job profile

Job title	Chief Planning Officer
Post number	TBC
Grade	AD4
Directorate	Place
Responsible to	Executive Director Place
Liaison with	Senior Leadership Team, Leadership Group, Members, Leader, and any other external stakeholders
Date profile last reviewed	July 2023

Job purpose

To support the Chief Executive in the corporate and strategic management of the Council as the Council's principal advisor on planning and related matters.

To lead on developing and shaping the Planning function to deliver the authority's statutory planning service as well as provide the capability and capacity to engage and shape the Councils response to deliver Thurrock's agenda.



Values and accountabilities

Our values:

- **ambitious** – by continually improving
- **collaborative** – by working together
- **compassionate** – by building relationships based on empathy, respect and dignity
- **empowered** – by removing barriers to influence outcome
- **proud** – of everything we do and championing Thurrock Council
- **inclusive** – by acting in a way that exemplifies what we expect of each other

Key corporate accountabilities:

- Provide high level advice and support to the Chief Executive and Elected Members in shaping the strategic direction of the Council.
- Develop effective relationships with service users and ensure that the services provided reflect their needs.
- To drive culture and behaviour change throughout the organisation and role model behaviours.
- Take a lead role on driving through at pace, the ambitious change agenda required under intervention and accountable for continuous improvement post-intervention.
- Provide strong, forward-thinking leadership which results in high quality services that complement and further corporate objectives and values.
- Plan and monitor the service's budget ensuring strategic direction, clear accountability, best value and optimum income generation.
- Ensure effective leadership, motivation and development of the service's staff.
- Regularly review resources, services, and partnership arrangements in order to identify, and act upon, opportunities to improve service delivery.
- Take a lead role in furthering the Council's commitment to promote diversity and oppose discrimination in the provision of services and as an employer.
- Take the lead role on Corporate Governance for the Council.
- Ensure full compliance with all legislative and statutory requirements, including health and safety at work, and the local policy framework.

Key service accountabilities:

- To work with the Chief Executive, Senior Leadership Team, and elected members to provide leadership, vision and strategic direction to the organisation.
- To assist in the development of strategic plans and strategies, in order to deliver the Councils policies and priorities.
- Responsible for building working relationships with/across local Councils to improve the quality of application responses and align positions when negotiating with developers/applicants; working collaboratively with key stakeholders to ensure all planning applications/decisions are robust and properly address infrastructure requirements.
- To ensure that the Council meets and complies with all statutory and legal planning requirements. To ensure appropriate plans, policies and resources are in place to respond to those needs including monitoring and evaluation arrangements.
- To support cultural and organisational change and ensure commitment to continuous improvement and value for money.
- Responsible for managing disputes on behalf of all Councils to ensure obstacles are overcome and the best resolution for Thurrock is found.
- To build strong and positive relationships with Elected Members providing the support, assistance, and professional advice necessary to them in the performance of their functions, in the provision of services to the community.
- To work closely with the Chairperson and Vice Chairperson of the Committees' where you are the lead officer providing advice and guidance on the strategic direction of planning matters.
- To represent the Council in external relationships, locally, regionally, and nationally, promoting the economic, environmental social issues and other priorities of the district at all times.
- To develop effective relationships and partnerships working with local communities and with other public, private and voluntary sector organisations in order to meet the Council's objectives.
- Responsible for exerting influence and challenging decisions that impact Thurrock residents to ensure the necessary infrastructure has been fully considered.
- To oversee the development and implementation of corporate planning standards, processes and procedures ensuring they support the achievement of the Councils' strategic objectives and statutory responsibilities.
- To take overall responsibility for the development of appropriate planning policies and strategies across the Council.
- To ensure that policies agreed by the Council meet statutory and legal planning requirements.
- To provide specialist planning advice and input to key corporate initiatives and projects

- To provide inspirational and constructive leadership to the team and create the conditions for a high performance networked operating model and culture, encouraging innovation and smart working through hybrid working
- To promote continuous improvement through effective evaluation and improvement of performance and the promotion of quality systems throughout the authority.
- To be accountable for those budgets related to the Service, ensuring the Council receives value for money
- To deputise for Executive Director Place as required

This post is politically restricted under the Local Government and Housing Act 1989 and post holders are prohibited from seeking public election, holding political office, writing or speaking publicly on matters of political controversy.

Person specification

Job title	Chief Planning Officer
Directorate	Place

Information for applicants

The person specification provides an outline of the experience, skills, and abilities we expect the successful applicant to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you meet the requirements.

Disabled people will be offered an interview where they meet the essential requirements alone

Requirements for this job

Method of testing:

- A = Application form**
- I = Interview**
- T = Assessment tests**
- O = Other**

Key competencies and behaviours	Method of testing
Significant post-qualification planning experience at a senior management level and experience of working within Planning function in the public sector and representing the Council at appeals, examinations in public and public enquiries.	AO
Educated to at least degree level in a relevant field (e.g., Town Planning/Geography) with an RTPI recognised qualification or equivalent by substantial experience within the public or private sector	AO
Significant relevant experience in a senior management position with a record of measurable success	AI
Demonstrable success at inter-agency working	AI
Experience of identifying and developing opportunities for innovation, improvement, and change. Demonstrable understanding of future vision and evidence of how to translate that to relevant delivery and action plans to develop the right culture and infrastructure.	AI
Able to work under sustained pressure	T
A high level of financial awareness and ability to understand the financial implications of strategy and policy	T

Key competencies and behaviours	Method of testing
Ability to lead and develop solutions to complex problems and manage others to promote a solution-focused approach	AIT
Excellent written and oral communication skills, with proficiency in ICT	AIT
Political awareness	IT
Evidence of ability to influence and engage a wide variety of stakeholders across complex and fast-moving development proposals with excellent negotiation skills	IT
Ability to promote diversity and oppose and challenge discrimination in the provision of services and as an employer	AI
Commitment to the principles of agile working including the ability to work flexibly with regards to both hours of work and location of work including remote and home working as required.	AI

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Recruitment safeguarding	Requirement
Will the post holder have substantial unsupervised access to children or vulnerable adults?	No – use standard recruitment process Yes – use the Safer Recruitment process
Is a Disclosure and Barring Service (DBS) check required for this post? Read the Recruitment and Selection Policy for guidance.	No – Not required Yes – Basic level Yes – Standard level Yes – Enhanced level

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