

Role Profile

Role Title:	Head of Planning and Building Control
Reporting To:	Director of Public Services
Role Purpose:	<p>To develop and establish a spatial vision for the future of Uttlesford to ensure that the needs and aspirations of the whole community, including visitors, can be met in all decisions of the Council</p> <p>To manage all aspects of the Council's Planning, Housing Policy and Building Control services</p> <p>Ensure that the decisions of the council and other organisations are consistent with that vision and not exceeding statutory requirements or targets for spatial planning and sustainable development.</p> <p>Contribute to and ensure the implementation of the Council's Sustainable Communities Strategy, Corporate Plan, Budget and Medium Term Financial Strategies</p> <p>Implement the Council's equality and diversity policy in all areas of work</p>
Key Accountabilities	Key Deliverables

<p>To prepare and implement the Local Development Framework and other planning policy advice</p>	<ul style="list-style-type: none"> • Preparation of and adherence to the Local Development Scheme • Effective and measurable community engagement and ownership of the plan • Implementation of the East of England Plan proposals for Uttlesford • Development of diverse, sustainable communities • Leading on the Council's climate change policies • Delivery of development control services in accordance with the Council's targets and service standards • Delivery of building surveying services in accordance with the Council's targets and service standards • Lead Officer at Development Control Committee
<p>To prepare and implement Housing Policy</p>	<ul style="list-style-type: none"> • Establish new, and develop existing, partnership and joint working arrangements with other organisations and bodies so as to influence their decision making and thereby achieve the effective and timely delivery of affordable housing to meet known needs • Maximizing the value to housing need of the Council's own asset stock • Ensuring housing delivery allocations in the East of England Plan and any successor documents are met • Maintaining a 5 year land bank of deliverable residential land
<p>In conjunction with the Local Strategic Partnership to prepare and implement the Council's economic development policy</p>	<ul style="list-style-type: none"> • Broad economic base within the district • Reduced out commuting • Aiming towards carbon-neutral development in line, or in excess of, government targets • Thriving town centres
<p>Energy management and climate change</p>	<ul style="list-style-type: none"> • Lead on meeting the carbon reduction targets in the Council's corporate plan and other documents • Ensure that Uttlesford's per head consumption of energy reduces year on year • Lead on raising the awareness of the need for energy conservation
<p>Understanding the economic, social and environmental implications of the aviation industry</p>	<ul style="list-style-type: none"> • To be competent in all aspects of aviation planning • A high profile for Uttlesford in national aviation issues
<p>Community Leadership</p>	<ul style="list-style-type: none"> ▪ To balance community requirements with resources available ▪ To contribute to the Council's agenda of respect, civic pride and environmental awareness.

Equalities and diversity	<ul style="list-style-type: none"> ▪ To support and assist the development of the council's strategies for the promotion of equalities and diversity within the Uttlesford community and workforce ▪ To ensure that staff and managers within the division deliver the Council's strategies and policies on equality and diversity
Performance management	<ul style="list-style-type: none"> ▪ To lead and manage to ensure that the overall performance of the service is good and improving, through the deployment of effective performance management, staff learning and development and, where necessary, disciplinary processes and remedial action. ▪ To be proactive and creative in introducing successful improvements into the services managed
Health and Safety	<ul style="list-style-type: none"> ▪ To be accountable for, and implement Health and Safety policy within own service, in line with corporate guidelines.
Dimensions/Indicators of Impact	
Financial	Non-financial
<ul style="list-style-type: none"> • £2.09m 	<ul style="list-style-type: none"> • People managed (direct/indirect reports) 42.92 FTE
Key Contacts - external/internal peers and partners	
<ul style="list-style-type: none"> • Relevant central government departments, at senior civil servant levels and occasionally ministerial, for guidance, information, exchange of ideas and lobbying • Local Members of Parliament – exchange of information and as a voice to represent the Council's interests • East of England Local Government Association (formerly East of England Regional Assembly) and East of England Development Agency – the Regional Spatial Strategy • Go east – local guidance on planning matters, authorisation of key documents • Essex County Council – planning partner • Neighbouring and other district councils – benchmarking, exchange of ideas and information, joint working • BAA – charring transport forum and Stansted Area Housing Partnership • Other local businesses – economic development • Parish Councils – local information, local policies • All internal departments • All residents, visitors and business in the District 	
Scope of Decision making – authority/freedom//limitations (requirement to refer)	
<ul style="list-style-type: none"> • Freedom to act within the council's overall policy framework and up to delegated powers. Requirement to refer on sensitive issues, particularly politically sensitive issues. Expectation that postholder will manage day to day services and budget and that only complex and sensitive issues will need to be subject to reference to Director. However, Director and HODs will function as a discrete management team, developing direction and strategy for the Department. 	

<ul style="list-style-type: none"> • Preparation of Divisional Plan and Risk Register • Responsibility for Service Budgets • Responsibility for HR issues within the services
Context/Freedom to Think/ Other Contextual Factors
<ul style="list-style-type: none"> • • Lead officer on introducing improvements, initiatives and best practice • Review service areas on own initiative • Develop and introduce better ways of working, making full use of ICT. • Management of budgets and staffing levels •
Required role-related knowledge, skills and experience on appointment
<ul style="list-style-type: none"> • Degree or equivalent in Town and Country Planning or other relevant qualification • A relevant professional qualification • Sound working knowledge of one of the principal areas within the role.

VALUES	BEHAVIOURS
DRIVE	
Striving for high performance	
Energetic/enthusiastic	Creates and maintains a positive work ethic while striving to get the job done
Can-do	Identifies where changes are needed and helps make them happen Learns from experience/mistakes
Innovative	Adopts a proactive and positive approach to solving problems Produces good ideas
Ambitious	Sets high personal standards for success and has positive expectations for own future performance
Change Agent	Promotes and embraces change
Proud	Shows pride in what they do
QUALITY	
Focusing on our customers	
Responding to customer needs	
Customer focused	Open and honest in communication with customers; shows courtesy and respect Contributes above and beyond usual expectations to meet customer needs Conducts themselves in a professional manner, promoting the council's reputation
Responsive	Understands and responds to customer needs Actively seeks feedback to improve customer service Actively seeks ideas to improve service to customers

SUPPORT Respecting and encouraging others Working together for a common goal	
Valuing Others	Treats everyone fairly, with respect and dignity, responding sensitively to differences Shows respect for the values, experience, contribution or work of others
Working together	Builds team spirit in service area and across the council and strives to maintain a high level of morale Works across boundaries to attain common goals
Open/honest	Open and honest in communication, seeking and giving regular feedback
Developing others	Shares job knowledge and skill willingly with other employees to help them or assist in their Development
Recognising/celebrating success	Acknowledges and celebrates success/achievement
Motivates/inspires others	Encourages others to input ideas and opinions and responds to good suggestions