

Head of Planning

JE Code: JE1544



Values – We are dedicated, respectful, collaborative, we are Milton Keynes Council

Service: Planning
Reports to: Director of Planning and Placemaking
Job Family: TBC
Grade: N
Political restricted: Y/N
Date: August 2022

Key Deliverables

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| 1. | Leadership Provide leadership and direction for managers and staff by communicating the vision, objectives and values; give responsibility and authority to others to deliver agreed objectives; represent at local, regional and national forums. Promote and maintain a culture of collaborative and consultative working between services, councillors, internal and external partners, investors, businesses, employers, developers, landowners, government agencies and Central Government to maximise efficiency and effectiveness. |
| 2. | Policy Development and Interpretation Lead, provide direction and advise on development and implementation of policies, strategies and delivery plans (including by influencing, interpreting and implementing government legislation) across the range of services and through matrix management to all services in order to improve outcomes in relation to the growth and development of Milton Keynes; ensure that these are communicated effectively and implemented to meet stated objectives and core values. |
| 3. | Service Development and Programmes Lead on the development of service strategies and policies within the service area and contribute as part of the management team to national and corporate strategies and policies, working with colleagues in other directorates and partner organisations. To introduce programmes that ensure continuous improvement in service delivery, increased income and investment. |
| 4. | People Management Provide effective leadership to managers and staff, creating a culture of empowerment, openness and proactiveness, ensuring effective processes are in place for recruiting, developing, appraising, rewarding and retaining staff, and promoting attendance, performance and income generation, in line with Council policy. |

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| 5. | <p>Communication and Customer Focus</p> <p>Implement and maintain policies and systems to inform and receive effective feedback and engagement (including complaints and suggestions) from councillors, residents, partners, stakeholders and employees; and to evaluate that feedback and to take appropriate action for continuous improvement. Ensure that customer-focus is promoted as a core value.</p> <p>Collaborate with colleagues to embed customer care philosophy and practices and to establish and maintain paths and processes for acquiring communities' input.</p> |
| 6. | <p>Financial, Contract and Performance Management</p> <p>Plan, recommend, monitor and review budgets, savings and activity related to the services remit in order to manage budgets and report performance to the Director to enable effective management of the overall budget for the whole Service.</p> <p>Identify potential efficiency savings/gains within the service and take action to realise these in order to maintain the ongoing drive towards continuous service improvement.</p> <p>Direct and implement capital and infrastructure programmes to deliver the strategic outcomes relating to the growth of Milton Keynes by establishing innovative public-private delivery mechanisms, priorities, timelines, resources, outcome measures and effective reporting, systems and governance processes.</p> <p>Undertake effective financial management processes, ensuring, where applicable, that functions are commercially viable and this self-funding (Income over expenditure / cost is achieved).</p> |
| 7. | <p>Risk Management</p> <p>Contribute to the overall management of risk, ensuring that lines of accountability are clear and well understood and systems are in place for monitoring, evaluating and managing risk to secure the reputation and physical, virtual and intellectual resources of the Council.</p> |
| 8. | <p>Programme and Change Management</p> <p>Manage, plan and implement agreed change programmes ensuring commitment and involvement of all those affected by the changes; develop and implement effective communication strategies.</p> <p>Work with the Director, Key stakeholders, partners and colleagues to support and promote the implementation of change programmes including culture change.</p> <p>Lead and support the management of allocated projects, including the management of staff, consultants, contractors and service providers. Prepare reports for staff, managers of all levels and steering groups or other bodies as required. Monitor and review progress to ensure that specified projects deliver the required outcomes within agreed timescales, budget and quality standards.</p> |
| 10. | <p>Development Management</p> <p>Implement strategies and plans for the effective management of Development Management ensuring leadership and support for the teams with case work and appeals, infrastructure funding and co-ordination and delivery of a local land charges service including taking a lead role at planning committees, panels and as expert witness at planning appeals. Taking a leading role in preapplication discussions and supporting the delivery of economic growth throughout Milton Keynes.</p> |

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| | Ensuring the best process and outcome to achieve financial contributions towards the provision of physical and social infrastructure and community facilities resulting from new developments whether by financial contribution or on-site provision. |
| 11. | <p>Spatial Planning</p> <p>Deliver and review the spatial vision and policy framework for Milton Keynes.</p> <p>Directly and indirectly deliver coordinated strategic developments and infrastructure, including physical redevelopment projects and highway programmes; and championing high-quality design in the built environment. Undertaken through the new Local Plan, Supplementary Planning Documents and relevant policies and processes concerning any new Community Infrastructure Levy, Section 106 planning obligations policy and other forms of investment.</p> |
| 12. | <p>Projects and Services</p> <p>Ensure the effective delivery of systems, projects and programmes that are an integral part of the planning and placemaking service.</p> <p>Maintaining a positive relationship with stakeholders and customers of the service; effectively managing expectations and meeting corporate timescales for customer responses.</p> |
| 13. | <p>Urban Design & Historic Environment</p> <p>Develop and implement strategies, policies and plans for the effective management, formulation, maintenance, monitoring and delivery of the Councils objectives. To seek to raise design quality and enhance the historic environment and support the Council's strategic aims and outcomes, in accordance with legislation, Government policy/guidance, best practice as well as the needs of the community.</p> <p>Ensuring the best process and outcomes to champion excellent design across Milton Keynes in terms of spatial layout, built form, architecture, landscape and historic heritage.</p> |

Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs

Essential Requirements (key skills & qualifications)

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| 1. | A detailed and extensive knowledge of town planning and associated legislation. |
| 2. | Education to Degree level or equivalent in planning or a related subject with a postgraduate (or equivalent) qualification in planning. |
| 3. | Chartered Member of the Royal Town Planning institute. |
| 4. | Extensive Knowledge of Infrastructure Funding and Land Charges legislation. |
| 5. | Ability to manage, supervise and coordinate output from internal staff and external consultants. |
| 6. | Ability to write reports on complex strategic issues and the ability to present them to a range of audiences including elected members, stakeholders and the general public. |
| 7. | Significant knowledge and understanding of the policy, legislative and regulatory framework across the full range of the areas of responsibility (e.g., planning policy; built design; and infrastructure) |

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| 8. | Management experience in either the public, private or voluntary sector, including a successful track record of successfully managing staff and successful delivery of programmes and partnerships in collaboration with local, regional and national government and private sector partners. |
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Job Family

Strategic Leadership
Grade N



Colleagues expectations

- Be professional at all times
- Work together for the good of the team, council and local people
- Promote a supportive culture
- Challenge assumptions
- Take ownership
- Be willing to change and do things differently
- Always work in a safe manner

Managers expectations

- Be a role model by displaying positive behaviours at all times
- Make well-considered decisions
- Support, coach and communicate with my team
- Be accountable for my team's performance

The essential characteristic of Strategic Leadership jobs is that they bear responsibility for the planning and development of the Council's approach to its statutory and elective aims, maximising efficiency, value for money and the quality-of-service delivery across entire operating functions.

Role characteristics

At this level job holders report to a Group Head and are responsible for the development and implementation of strategy relating to several large and/or wide-ranging Services within that Group. Roles carry very significant responsibilities for finance and a range of other non-financial assets.

Job holders will make autonomous decisions and lead the management of change throughout the Group.

The knowledge and skills required

Job holders require advanced theoretical knowledge to make appropriate judgements and decisions at this level. In addition, job holders will maintain ongoing professional development and have a thorough understanding of external legislative and societal change, as well as a deep understanding of the Council's operational structures which both support and depend upon the job holder's actions and advice. Roles will be professional experts, providing expert leadership across a number of Services.

Thinking, planning and communication

Job holders will use their professional expertise to deal with highly complex, pressing issues including change initiatives and risk management across a range of services. They will also look well ahead and take a long-term, strategic view of their project and service delivery objectives over several years into the future, shaping their service's composition, approach and operating procedures in accordance with wider goals mandated by Group management.

The information exchanged at this level will be routinely complex, contentious in nature and/or highly significant to the Council's reputation. Job holders will, however, have additional demands placed upon them by the need to persuade others to adopt courses of action they may not otherwise wish to take, based on evidence-based and reasoned argument. This will occur in written interactions but can also be the case in

face-to-face verbal exchanges where job holders will advocate the Council's position in response to opposing opinion in a formal or informal setting.

Decision making and innovation

The limitations to job holders' decision making will be only the broad policy and practice guidelines that exist at both a corporate and even national/professional level. At this level of autonomy, job holders will be the final arbiter of many escalated technical and professional disputes and problems. They will report to a Group Head and will devise and implement strategic plans and policy in relation to several service areas.

Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

Roles will focus on the needs of external service users or partners and will be responsible for critical day to day decisions with legal and reputational dimensions and the development of directorate level policy and functional procedures.

In addition, such roles are likely to have very high levels of responsibility for such elements as finance (very substantial budget management), information assets (council-wide systems) or premises (of extremely high value and critical operational importance).

Job holders will have full line management responsibility over several service areas, each with their own full management structure and featuring highly diverse specialties and employee profiles.

Impacts and demands

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently very complex, demanding of particularly lengthy periods of concentrated mental attention. Job holders will also manage very high levels of work-related pressure from deadlines, interruptions or conflicting demands.

At this level, tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

Job holders will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders at this level will find themselves very occasionally exposed to some disagreeable, unpleasant or hazardous working conditions.