

## Job Description

<b>Post Title:</b>	Planning Policy and Economic Development Manager	<b>Grade:</b>	12
<b>Post No:</b>			
<b>Directorate:</b>	Chief Executives	<b>Section:</b>	Planning Policy
<b>Responsible to:</b>	Head of Planning Services Direct report to the Chief Executive on strategic elements of the Local Plan and Economic Development.	<b>Responsible for:</b>	Senior Planner, Senior Economic Development Officers, Planning Officers, Monitoring & Research Technical Officer, Policy and Economic Development Support Officers, Strategic & Affordable Housing Officer, deputising with the Development Manager on a shared basis for the Head of Planning Services
<b>Location:</b>	Civic Centre		

### Overall Job Purpose:

To manage the Planning Policy and Economic Development Team and deputise when required for the Head of Planning Services.

To work directly with and report to the Chief Executive on strategic planning and economic development issues as required.

To take the lead in the monitoring, review and formulation of planning policy, with particular emphasis on the maintenance of up to date and relevant Local Plan and associated planning policy documents.

To take the lead role in promoting economic prosperity within the borough by developing the Council's role as enabler, partner and lobbyist, and in the achievement of the Council's economic development and regeneration objectives.

### Key Tasks & Responsibilities:

- To deal with all aspects of Planning Policy work including:-
  - reviewing, formulating and providing planning policy advice (including statutory documents and informal guidance) to ensure it is up to date and relevant;
  - reviewing, responding to and influencing the planning policy and related proposals of other organisations and government bodies;
  - monitoring the effectiveness of planning policy implementation;
  - collecting, analysing, reporting on and disseminating relevant statistical and other data;

- securing community, business and other user engagement in the formulation and review of planning policy; liaising with and representing the council on internal working groups and external bodies;
  - preparing evidence for and attend informal hearings, public inquiries, examinations and court as expert witness;
  - dealing with planning and service enquiries from service users;
  - providing verbal and written planning policy advice to councillors, council officers and external agencies;
  - ensuring that appropriate record systems are maintained;
  - ensuring that high standards of development are achieved.
2. To be the project manager responsible for the adoption and subsequent review of the Wyre Borough Local plan and related projects, ensuring compliance with the Duty to Cooperate; carrying out public participation programmes in accordance with Council policy, analysis of the responses, the preparation of evidence and attendance at Public Examination as necessary.
  3. To liaise and work closely with other Services, external agencies and service users to ensure co-ordinated, efficient and effective service delivery.
  4. To keep up to date with planning and other relevant legislation, policy guidance and good practice.
  5. To advise the senior management team and elected Members on emerging Government policy and to develop new innovative framework methodologies of delivery.
  6. To prepare and present complex multi-disciplinary reports across a range of specialist disciplines to Portfolio Holders, Cabinet and full Council as requested.
  7. To contribute to a continuous improvement in service delivery.
  8. To lead working parties and take an advisory role at committees, as necessary.
  9. To undertake training and operate the Service's information technology systems, as appropriate.
  10. To prepare bids for funding, including bids to government agencies, European funding or other appropriate funding streams.
  11. To develop and promote the Council's services to local businesses.
  12. To maximise business investment, growth and employment opportunities specifically targeting areas of high benefit dependency, low skills and low educational attainment.
  13. To manage the performance of the Planning Policy and Economic Development team, through one to one sessions and through the Council's Performance Appraisal System.
  14. To manage budgets relating to the Planning Policy and Economic Development function.
  15. To engage and supervise external consultants as required undertaking activity on behalf of the Council in relation to the function in accordance with Council regulations.
  16. To establish effective liaison with other Council Services to facilitate service delivery.

17. To undertake such duties as may from time to time be required by the Head of Planning Services or the Director of People and Places.

**Corporate Responsibilities:**

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.

**Special Conditions:**

**(e.g. week-end work, shift allowance, car/telephone allowance)**

- Casual car user allowance.
- Occasional working may be required outside normal office hours.
- The council operates a strict non-smoking policy.
- Politically restricted post in accordance with the Local Government and Housing Act 1989

**This Job Description is current at the date shown below. In consultation with you it is liable to variation by management to reflect, or anticipate changes in, or to, the job.**

**Prepared by: Head of Planning Services**

**Date: September 2019**

**Post Holder Signature:**

**Date:**