

# Hertfordshire County Council Job Outline



**JOB TITLE:** Local Plans and Strategic Development Manager  
**GRADE:** M3  
**REPORTS TO:** Highways Group Manager for Local Plans & Strategic Development  
**TEAM:** South West Herts  
**DEPARTMENT:** Environment & Infrastructure

## Purpose of the Job

As part of the Local Plans & Strategic Development (LPSD) team you will be part of a team which is responsible for influencing the allocation and design of strategic development sites across County, in line with the sustainable transport aspirations of the authority, outlined in its Local Transport Plan. Hertfordshire is predicted to have a 21% increase in population by 2039 against a background of public spending pressures. Transport has an important role in tackling, health issues such as obesity, air pollution and improving overall quality of life. A key role that will help meet the transport challenges faced in Hertfordshire sustainably without resorting to increased motor traffic capacity.

This role will involve supporting the team in influencing Local Authority led Local Development Plans and engaging at the pre-application and master planning stage(s) on strategic development sites.

The Local Transport Plan (LTP4) seeks to prioritise active and sustainable travel, amongst other policies, it introduces a transport user hierarchy placing vulnerable road users towards the top of the decision-making process. This fundamental shift away from provision of capacity for motor vehicles requires a new direction and design thought process.

The LPSD team works alongside The Development Management Planning and Implementation teams as well as our Strategy and Programme manager colleagues, who oversee the Hertfordshire County Council led active and sustainable transport projects. The LPSD team is multi-disciplinary, including, civil engineering, urban design, transport planning and strategic planning expertise.

This role is ideally suited to an individual who is seeking to further their career in transport as part of a team at the forefront of embedding sustainability and future technology into transport solutions for new development

## Main Areas of Responsibility

- Manage the Local Plan and Strategic Development Team in leading the Whole Client Service approach to Place Making.
- Support work in delivering the long-term vision for sustainable transport in Hertfordshire
- Work closely with the Strategy and Programme Managers to develop programmes of work, manage the communications with Local Planning Authorities (LPAs) and external partners while supporting the Local Plan process.
- Evaluate reports outlining the transport implications of local plans and their associated evidence base in conjunction with the Transport Planning and Data Team and wider Transport Planning Community.
- Represent the team acting on behalf of the County Council at meetings with District Council Planning Departments and private sector partners on Local Plans and associated Duty to Co-operate meetings.
- Represent the team acting on behalf of the County Council at Public Inquiries and Examination in Public for both local plans and major developments.
- Support the development of master plans for strategic developments ensuring the Highways interests are represented at an early stage.
- Provide support to the process of negotiating with developers and their consultants in respect to strategic developments on contributions to transportation infrastructure (Section 106 and 278 Agreements) arising from development proposals and ensure these fit with Strategic policy and spatial plans.
- Proactively support the improvement of local working procedures to deliver efficiencies within the service with a primary focus on the support provided to the development of Local Plans, spatial plans and strategic development applications.
- Contribute to the team, and the unit as a whole, in terms of researching and sharing best practice and developing new ideas.

The duties and responsibilities listed above broadly summarise the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

## **Person Specification**

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format, your application may be rejected.

### **Skills**

- Political skills including an ability to influence and negotiate with Council Members and other public representatives.
- Project management skills and the ability to simultaneously work on a number of different projects working to agreed timescales.
- Interpersonal skills including active listening, negotiation, discussion and resolution of disagreements
- Clear, decisive and persuasive communication skills both written and verbal demonstrating an ability to adjust to the target audience
- Financial skills, including the ability to .

### **Knowledge of:**

- Local plan processes
- UK planning processes
- Democratic processes
- Transport planning & scheme development

### **Experience**

- Working as a member of a team to agree and achieve objectives which contribute towards a strategic goal.
- Successfully delegating and managing the work of others
- Working and leading in a political environment.
- Experience with planning processes (including input into planning committees and public inquiries)

## **Qualifications And/ Or Experience**

Relevant qualifications and/or experience in transport, planning and/or sustainable development, include a relevant degree (e.g. Geography, Planning or Engineering) or suitable relevant experience.

## **Criminal Background Check**

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

## **Diversity and Inclusion**

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers**

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability).