



## ROLE ADVERT

<b>ROLE TITLE:</b>	Head of Planning
<b>POST ID:</b>	ENTPLAN01
<b>GRADE</b>	£55,000 pa with progression increments based on performance to £58,850 pa.
<b>HOURS:</b>	37 Per Week
<b>LOCATION:</b>	County Hall, Usk which may change in the future if the service needs to relocate.

**PURPOSE OF POST:** Monmouthshire is an environmentally attractive county that faces strong residential growth pressures and aspires to encourage appropriate economic and tourism developments, resulting in planning having a prominent profile as a contested service. The role will oversee the Development Plan and Control sections which are already high quality and progressive, and as a Chartered Town Planner will act as professional advisor to the Council, helping to ensure that planning makes a full contribution to the economic, social and environmental well-being of Monmouthshire. The Head will also have a lead role in major development schemes and public engagements, and will represent the Council in partnerships and at national/regional fora. In addition they will need to provide a pro-active role, where appropriate in the development and delivery of the Whole Place area plans and ensure that the development and implementation of CIL is used strategically to support local priorities and regeneration aspirations.

**Should you require any further information regarding this post, please contact: Kellie Beirne Tel: 01633644686 or email: [kelliebeirne@monmouthshire.gov.uk](mailto:kelliebeirne@monmouthshire.gov.uk)**

**Closing Date: 12 noon on 23rd January 2015**

**Please Note that we are not able to accept CV's**

**Application forms can be completed online or down loaded via:**

**<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>**

Completed paper application forms should be returned to the following address:-

Employee Services, Monmouthshire County Council, PO BOX 106,  
CALDICOT, NP26 9AN

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.



## ROLE PROFILE

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**RESPONSIBLE TO:** Chief Officer for Enterprise

### Planning Division.....Who are we?

#### Our Purpose:-

The Division comprises Development Plans and Development Control Sections. Monmouthshire is an accessible and environmentally attractive County facing high residential growth pressures and an aspiration to encourage appropriate economic and tourism developments and levels of affordable housing. Development is therefore a highly contested process in Monmouthshire which significantly affects the delivery of forward planning and development control services, and their contributions to corporate aspirations. Community aspirations and social capital are high and the Council is working in partnership with communities to develop area plans through the Whole Place process which will guide the delivery of services and area regeneration activities. Within this context, the Division seeks to provide a timely and efficient service that enables delivery of appropriate levels of development in accordance with Welsh Government and Council aspirations and statutory requirements.

#### The Purpose of this Role:-

Because Planning is such a high profile and contested service in Monmouthshire it is imperative that its Head is an effective communicator who has the professional competence to lead, coordinate and motivate a Division that is under great pressure to enable appropriate levels of new development. Since Monmouthshire is a small authority, the Head of Service should also have the negotiation skills and customer focus to help resolve conflicts and take a lead role in major schemes or inquiries that straddle both sections of Planning. He/she will need to represent planning as a member of the Directorate Management Team to help drive the strategic vision and direction of the authority, and will need to be passionate about seeking to improve what is already a quality and progressive planning service. In addition they will need to be provide a proactive role, where appropriate in the development and delivery of the Whole Place area plans and ensure that the development and implementation of CIL is used strategically to support local priorities and regeneration aspirations.

## **Expectation and Outcomes of this Role:-**

The Head of Planning will be expected to continue and if possible improve the Division's role in providing a high quality planning service in accordance with the Welsh Government's and Council's aspirations for forward and development control planning, including standard key performance indicators. In addition to management and motivation, he/she will achieve this by representing Monmouthshire at national and regional fora and leading on major schemes and if necessary inquiries, and by providing professional planning advice within the Council. They will need to be able to consider the professional needs of the service, balancing these with the aspirations of local communities and make reasoned, logical judgements that seek to improve the quality of the economy, environment and lives of those living, working or visiting Monmouthshire.

### **Your responsibilities are to:-**

To oversee the Development Plans Service to help ensure that Welsh Government and MCC requirements are met, in particular the annual monitoring and review of the Local Development Plan, and the meeting of the 5-Year Housing Land Supply and Employment Land targets and the provision of Supplementary Planning Guidance on S106/CIL agreements and other matters. In particular, successfully overseeing the Local Development Plan Review within the context of emerging regional Strategic Development Plans and local authority mergers arrangements will necessitate a more than short term commitment to Monmouthshire.

To oversee the Development Control/Management Service to help ensure that statutory and local targets are met, and to continue high professional standards following the lean review of the service.

To lead on major planning schemes or inquiries.

To ensure that the Planning service has regard to the Councils Whole Place process and that the allocation of CIL is undertaken strategically with regard to identified local priorities.

To represent the Council in Planning appeals, inquiries, compulsory purchase inquiries and legal proceedings or tribunals.

To prepare, control and monitor the Division's capital and revenue budgets in accordance with the Council's Standing Orders and Financial Regulations.

To promote an organisational culture that supports the public or user perspective over and above organisational or administrative convenience. To pro-actively manage consultation and communication within and outside the Council and lead on major planning public consultation events.

To contribute to the direction setting and management of the Directorate as a member of the Enterprise Management Team.

To promote and ensure compliance with the Council's corporate standards, policies, procedures and processes including staff appraisal.

To ensure that the professional standards of the RTPi are complied with and maintained.

To liaise at Member level ensuring relevant Cabinet Members are appraised of current issues. Attending Planning Committee and Council, Scrutiny and other meetings as required where planning related issues are being considered.

To act as principal advisor to the Council on all planning matters, and to ensure that planning contributes fully to the economic, social and environmental well-being of Monmouthshire and the Councils Whole Place agenda.

To Chair the S106 Working Group.

To represent the Council at national and regional fora and at partnership meetings where planning issues are being considered.

To undertake any such additional duties as may be required by the Chief Officer compatible with the level and remit of this post.

**Here's what we can provide you with:-**

There are general work zones as opposed to individual offices in Monmouthshire, but this will give you the opportunity to work agilely with a laptop and mobile phone.

**What else you need to know.....Monmouthshire Values are:**

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this postholder will be expected to work with Monmouthshire colleagues to achieve these values.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities and Health and Safety Policies in their own area of responsibility and in their general conduct.

## **Person Specification**

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

Possession of a degree and Membership of the RTPI.

A positive track record of delivering development control and development planning services and project management.

High level skills in negotiation, presentation, advocacy and communication, both written and oral, and IT literacy.

Experience of pro-active community and stakeholder engagement.

A track record of leadership, motivating and developing staff, establishing networks and demonstrating team working.

Political awareness, risk management and exercising judgement in delivering within the local democratic framework.

Ability to lead and manage change and innovation, and to set service direction by showing clear vision and strategic thinking.

Possession of a current driving licence and a vehicle for work purposes.

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