

EAST CAMBRIDGESHIRE DISTRICT COUNCIL
JOB PROFILE

JOB TITLE:	STRATEGIC PLANNING TEAM LEADER	POST NO:	PLN059
REPORTS TO:	STRATEGIC PLANNING AND DEVELOPMENT CONTROL MANAGER	GRADE:	10
		DATE:	OCT 2024
SERVICE AREA:	STRATEGIC PLANNING AND DEVELOPMENT CONTROL		

Purpose

To lead and direct a team delivering the strategic planning service, covering matters such as development plans (Local Plan), neighbourhood plans, regional planning, supplementary planning, monitoring, and research. To work within the broader planning service to support the delivery of the service, alongside the Planning Team Leaders and Major Projects Planning Officers to provide high quality policy direction, advice and support.

Dimensions

Staff Managed: 2 x Senior Strategic Planning Officer
 1 x Strategic Planning Officer
 Deputise for the Strategic Planning and Development Control Manager when required

Performance Indicators

1. To manage the preparation, monitoring and review of the Council's Local Plan, covering the Local Development Scheme, Development Plan Documents, Neighbourhood Plans and Supplementary Planning Documents.
2. To lead and supervise a team of Strategic Planning Officers to undertake the day to day role associated with the preparation, monitoring, and review of the Council's planning policy documents such as the Local Plan and supporting policies.
3. To lead other strategic planning projects and monitoring tasks as required, such as the preparation of Supplementary Planning Documents and the Statement of Community Involvement and assisting parish councils in their preparation of neighbourhood plans and/or orders.
4. To manage, in conjunction with the Strategic Planning and Development Control Manager, examination hearings for the Local Plan and coordinate the Council's case at hearings; prepare and present written and oral evidence as an expert witness on behalf of the Council at public examinations, hearings, committees, and written appeals as required.
5. To be work in conjunction with the wider Planning Service Management Team on the continuous improvement of the service through the revision of policies and procedures and the implementation of improvements, having regard to customer needs, the Council's electronic service transformation agenda, working practices

and available resources, in order to facilitate service delivery of the highest professional standards.

6. To embed a modern, proactive “can do” and “open for business” culture within the service as a whole and to train, mentor and develop planning officers to upskill the team as a whole and to increase service resilience and career pathways when roles become available to deliver a grow our own culture within the department.
7. To maintain a sound, up to date, knowledge of current planning legislation, development plan policies, government guidance and appeal decisions.
8. Provide specialist guidance and advice to elected members on planning policy and related research matters, respond to government consultation, consulting with members as required.
9. To deal with all relevant correspondence and enquiries, including letters, complaints and pre-application enquiries working in a positive, proactive problem solving manner, in accordance with agreed procedures/timescales.
10. Assist the council in fulfilling any contract to provide a service to any other council, by undertaking duties and responsibilities appropriate to this post.
11. Contribute to wider strategic housing, environmental policy and corporate regeneration projects.
12. To assist the Strategic Planning and Development Control Manager in the management of the service in their absence, as and when requested.
13. Complete performance appraisals, training plans and one to one briefings in accordance with HR policies and procedures.
14. To carry out all responsibilities with regard to the Council’s Equalities Policy and Procedures and Customer Care Policy.
15. To comply with all Health & Safety at work requirements as laid down by the employer.
16. To participate in training and exercises in support of the Council's preparations for responding to civil emergencies within the District.
17. Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation’s other sections or departments.

Special Conditions

This is classed as a politically restricted post.

The post is full time (37 hours) and permanent.

Occasional evening or weekend meetings might be required.

Occasional meetings at offsite locations, of which they will predominantly be within East Cambridgeshire

Business Travel: Casual User

Pre-employment Checks

Fraud and Corruption Checks CRB - Disclosure