|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Description** | | | | |
| **Job Title:** | | Director of Planning | | |
| **Grade:** | | 14 | **Post No:** | 002942 |
| **Directorate:** | | Planning | | |
| **Job Purpose** | | | | |
| To be responsible to the Chief Executive Officer (CEO) for the effective and efficient management of the Corporation’s planning functions and to support its regeneration objectives by:  Leading the delivery of an efficient, responsive and cost-effective development management service and planning enforcement team.  Leading the development and adoption of a clear and consistent statutory planning policy framework (and associated documents including transport, housing and environmental sustainability) and adoption of a Community Infrastructure Levy (CIL) charge.  To provide strategic leadership, direction, and management in support of the Corporation, its CEO, its Board and its Planning Committee, as a member of the Senior Management Team to assist the organisation in achieving its organisational aims and objectives.  To oversee the provision of design advice across the OPDC, to embed high quality design standards across OPDC’s entire work programme, as appropriate.  Be responsible for the OPDC design team and ensure that expert design advice is deployed across the organisation as required, particularly on all major development and infrastructure proposals.  To develop and promote the Economic Vision and associated work programme for the Old Oak and Park Royal area. | | | | |
| **Principal accountabilities** | | | | |
| 1. Lead the Planning Directorate, managing a high performing team of professional town planning and policy experts including development management and planning policy, functions, ensuring that the team is highly motivated and operates efficiently and effectively to deliver the OPDC’s statutory planning obligations. 2. Provide strategic advice, direction, oversight and review of the Local Plan, CIL and Infrastructure Delivery Plan for the Old Oak and Park Royal Development Corporation area in co-operation with neighbouring local authorities and the Greater London Authority, as appropriate, including the preparation and administration of the Community Infrastructure Levy (CIL) and/or inherited S106 funds. 3. Lead the Corporation to ensure that it meets its statutory responsibilities with regards to planning and operates a professional, timely, robust and cost effective development management service for pre-application and statutory planning submissions, working closely with the GLA, neighbouring local planning authorities, statutory service providers and other statutory consultees. 4. Develop and maintain excellent relationships with the OPDC Chair and Members of the Planning Committee, oversee the convening of the Committee and the submission of high quality and timely reports to the Planning Committee and to the OPDC Board as required, and ensure that the Planning Committee is supported to enable its members to discharge their duties effectively. 5. Lead the planning service and ensure that whether taken in committee or by officers, all decisions are taken in accordance within regulatory framework of the Corporation’s statutory powers and responsibilities; that any conflicts of interest are managed appropriately and robustly, maintaining clear separation of responsibilities and duties as may be required in relation to the Corporation’s role in land and development activities. 6. Develop an overall vision, strategic objectives, business plan and work programme for the planning team, and as a member of the Senior Management Team support the overall corporate strategy and business plan of the Corporation, deputising for the Chief Executive Officer as required. Represent the Corporation at a senior level, including attendance at committees and meetings; and demonstrate collective accountability for decisions relating to the work of the whole organisation. 7. Take responsibility and accountability for budget preparation, forecasting and management for all areas of expenditure and income relating to the planning team, providing accurate and timely reporting as required and ensuring that all expenditure is undertaken in accordance with OPDC’s business requirements and processes. 8. Ensure that all major development projects, from feasibility stage through to business planning, master planning, delivery and operations, maximise socio-economic outcomes for local residents and businesses including the HS2 and Crossrail Station. 9. Develop and promote the Economic Vision and associated work programme for the Old Oak and Park Royal area, including matrix managing the Park Royal work programme and associated resources and staff. 10. Lead the OPDC’s work on education, health and associated community infrastructure, working closely with the OPDC Health Advisor and the OPDC Engagement Team. 11. Establish, develop and maintain strong relationships with senior colleagues including the GLA Group, the OPDC Planning Committee, the local authorities of Brent, Ealing, and Hammersmith and Fulham, Central Government, external partners and other agencies in a manner that ensures mutual confidence and trust and builds opportunities for shared working and synergy between activities. Provide advice and support to the Chair of the Planning Committee, Chair of the OPDC Board, Mayor, Deputy Mayors, and Assembly Members. 12. Realising the benefits of London’s diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London’s communities. | | | | |
| **Key contacts:** | | | | |
| **Accountable to:** | Chief Executive Officer | | | |
| **Accountable for:** | Resources allocated to the job | | | |
| **Key Contracts:** | CEO and members of the OPDC management team, OPDC Chairman and Board Members, Chair and Members of the OPDC Planning Committee, Borough leaders and senior offices; senior managers of the GLA Group, central government, and statutory agencies. | | | |
| **Technical Requirements** | | | | |
| 1. Membership of the Royal Town Planning Institute (or equivalent) or a relevant degree (or equivalent) in Town and Country Planning. 2. Experience developing and implementing planning policy for major regeneration projects. 3. Experience managing and delivering an effective planning service, and securing appropriate planning decisions to challenging timescales, in a highly visible, politicised and pressured environment. 4. Experience of negotiating planning permissions with section 106 agreements and complex conditions, which deliver effective mitigation and enable development to take place, in relation to major strategic projects. 5. Excellent professional knowledge and understanding of town planning policy, case law and implementation issues in relation to London. 6. Good appreciation of the political, policy, social, environmental and economic issues relating to effective delivery of regeneration on major urban regeneration projects. 7. Experience developing and maintaining relationships at a senior level in politically sensitive environments. 8. Experience of leading, motivating, and managing staff. 9. Ability to develop business plans and budgets and monitor team and organisational performance to achieve objectives. | | | | |
| **Behavioural Competencies** | | | | |
| **Building and Managing relationships**  … is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.  Level 4 indicators of effective performance   * Identifies and engages a diverse range of influential contacts within stakeholder and community groups, and partner organisations * Builds alliances to establish mutually beneficial working arrangements, openly sharing knowledge and insights * Actively challenges and addresses ‘silo attitudes’ to encourage effective relationship building inside and outside the OPDC * Understands the complexities of political dynamics and uses this to manage relationships and resolve conflict effectively * Identifies clear win-win situations with external partners   **Communicating and Influencing**  …is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.  Level 4 indicators of effective performance   * Articulates self with credibility and conviction, encouraging buy-in to corporate position * Influences the thinking of other organisations, encouraging them to deliver in line with the OPDC * Ensures that the organisation communicates inclusively with staff and external stakeholders * Acts as a credible and convincing spokesperson and negotiator for the OPDC * Instils a corporate commitment to accessible communication   **Managing and developing performance**  … is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the OPDC’s objectives and statutory obligations.  Level 4 indicators of effective performance   * Creates an organisation that learns from experience * Sets clear organisational objectives, cascading challenging yet achievable deliverables to directorates * Identifies strategic level performance indicators and communicates these clearly * Leads and sets an example for desired behaviour and performance for OPDC staff * Instils a culture of high performance and outstanding results where staff are encouraged to perform to their best   **Decision making**  … is forming sound, evidence-based judgements, making choices, assessing risks to delivery, and taking accountability for results.  Level 4 indicators of effective performance   * Makes difficult decisions for the long term benefit of the organisation * Presents and instils confidence in strategic decision-making * Consults stakeholders early in critical organisation-wide decisions * Stands by the decisions and actions of the OPDC * Accepts and promotes accountability for the OPDC’s decision making * Ensures the organisation balances effective risk management with the need for timely actions   **Planning and organising**  … is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.  Level 4 indicators of effective performance   * Takes accountability for monitoring delivery of the OPDC’s commitments * Uses quality assurance processes across the organisation as a feedback mechanism to improve performance * Takes responsibility for ensuring tools and techniques are available for the effective management of programmes * Realigns OPDC objectives to respond to changing external and internal agendas * Uses feedback from all sectors as a performance measure for OPDC work   **Problem solving**  … is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.  Level 4 indicators of effective performance   * Seeks multiple perspectives to understand the breadth and depth of complex issues * Produces strategies to solve organisation-wide problems, considering the practical and political concerns associated with the implementation of solutions * Enables the OPDC to continuously improve and innovate in the long term * Problem solves jointly with others to stimulate innovation * Turns ambiguous or difficult situations into opportunities   **Responding to pressure and change**  … is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.  Level 4 indicators of effective performance   * Demonstrates resilience in the face of challenge from staff, media and partner organisations * Promotes the OPDC as a flexible organisation, responding to the changing needs of Londoners * Shows positivity in the face of external pressure, minimising negative impact * Drives a culture of continuous improvement * Sets the direction for organisational development and ensures effective communication of change initiatives   **Strategic thinking**  …is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.  Level 4 indicators of effective performance   * Develops a positive and compelling vision of London’s future potential, demonstrating confidence in the strategic direction of the OPDC * Translates an understanding of the complex and diverse threats and issues facing London into positive action * Proactively involves partners in strategic thinking, incorporating their views into plans and working with them to align strategic priorities * Sets organisational priorities by identifying where time and investment is needed most * Generates and leads strategic initiatives that reflect the OPDC’s position as a regional authority | | | | |