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| **Job Description** |
| **Job Title:** | Head of Planning Development Management |
| **Grade:** | 12  | **Post No:** | OPDC 03 |
| **Directorate:** | Planning |
| **Job Purpose** |
| 1. To effectively lead the day-to-day discharge of OPDC’s statutory responsibilities relating to development management, including delivery of an efficient, effective and proactive pre-application service, the processing and determination of planning applications, planning enforcement cases and planning appeals:
* By providing direction to planning team staff;
* By providing advice and direction to applicants;
* By providing support and advice to the Director of Planning and by ensuring effective involvement and collaboration with all key partners, stakeholders and interested parties.
1. As a member of the Planning Directorate management team, manage the effective and efficient operation of the development management team, undertake duties to assist and support the Director of Planning, deputising for the Director of Planning where appropriate and representing the OPDC at a senior level.
2. To provide effective, high-level advice to the Chief Executive Officer, Chairman of the Board, Mayor, Chairman of the Planning Committee, Deputy Mayor, Mayoral advisors, Assembly members and senior officers of the GLA and functional bodies on planning development issues.
3. To represent the Corporation externally on strategic planning and development management issues.

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|  **Principal accountabilities** |
| 1. Provide high level technical leadership and strategic direction for an effective, high quality development management service for the Corporation which meets the OPDC’s objectives and statutory responsibilities, including the provision of an efficient pre-application advice service including the use of a charging regime and planning performance agreements for larger schemes as agreed by the OPDC from time to time;
2. Manage the efficient flow of planning applications from receipt to decision ensuring prompt registration and validation, proportionate and compliant consultation of neighbours, statutory consultees and stakeholders as required by legislation and OPDC Statement of Community Involvement and production of good quality reports and decisions to comply with statutory performance timescales;
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| 1. Oversee the timetable of site visits, briefings and agendas for the OPDC Planning Committee (PC) in relation to development management matters and CIL, ensure the provision of good quality reports to the PC for decision, and make decisions on planning matters as delegated to officers in accordance with the agreed scheme of delegation;
2. Ensure the provision of an efficient enforcement service which investigates potential breaches of planning control and takes prompt decisions on any action required in conformity with the OPDC Enforcement Plan;
3. Ensure the timely submission of statements of case etc. and the robust defence of OPDC decisions at appeal whether written representations, hearings or public inquiry;
4. Be responsible for the production and implementation of the OPDC Community Infrastructure Levy charging schedule, overseeing the process of preparation, consultation, examination and implementation, whilst ensuring compliance with relevant legislation and guidance.
5. Deputise for the Director of Planning in the overall management of the Corporation’s Planning Service, and at Planning Committee or Board meetings, when required; assist the Director of Planning in ensuring the provision of update training and advice and support to the PC to enable members to discharge their duties effectively, and support the Head of Planning Policy by providing input to the production of the OPDC Local Plan and supporting documents.
6. Establish effective management arrangements for the Development Management team, helping to ensure work programmes are established, monitored and delivered within allocated budgets, in a corporate and collaborative manner.
7. Be responsible for the management of staff, their recruitment, appraisal, training and development in order to ensure that staff are motivated and satisfied within the performance management framework, and ensuring that unit training and personal development plans are in place including those to maintain professional competency.
8. Procure and manage the work of consultants to support the work of the development management section and maintain budgetary oversight for relevant areas of division spend, managing and planning for expenditure over the annual horizon, providing support and intelligence to influence future resources and budget requirements.
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| **General accountabilities** |
| 1. To effectively manage a team of staff to meet the OPDC’s corporate objectives, ensuring adequate performance measure are put in place for projects and staff to encourage a culture of exemplary performance
2. To manage within the legislative and operational frameworks applicable to OPDC services and projects, this includes (but not limited to) the Localism Act, Planning Regulations, Health and Safety Law and Equalities.
3. To be responsible for project and operational budgets, forecasting, managing expenditure and budget setting.
4. To lead on programmes, projects and work streams as required, ensuring the correct methodology is applied at all times, in particular regular reporting and any  issues and risks are identified (reported) and mitigated  (addressed) in a timely manner.
5. To be an ambassador for the OPDC at all times through working across teams and with stakeholders to deliver a high quality outputs, thus positively contributing the reputation of the OPDC.
6. To undertake duties commensurate with the grade and level of this post.
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| **Accountable to:** | Director of Planning |
| **Accountable for:** | Senior Strategic and Principal Planners allocated to the post. |
| **Key contacts:** | CEO and members of the OPDC management team, OPDC Chairman and Board Members, Chairman and Members of the Planning Committee, Borough leaders and senior officers; 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 of leading teams of planners in a senior planning role delivering an effective development management service;
3. Demonstrable professional and practical knowledge and understanding of development management processes;
4. Clear understanding of the planning policy context and the political, social environmental and economic issues relating major regeneration projects in London
5. Experience of writing reports for local authority planning committees (or equivalent) and writing/giving evidence at hearings/public enquiries;
6. Experience of handling complex planning applications and successfully negotiating the associated legal agreements and conditions;
7. Experience of developing effective relationships and working in partnership with a wide range of stakeholders, including statutory and non-statutory organisations and elected representatives.
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| **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 3 indicators of effective performance* Actively engages partners and encourages others to build relationships that support GLA objectives
* Understands and recognises the contributions that staff at all levels make to delivering priorities
* Proactively manages partner relationships, preventing or resolving any conflict
* Adapts style to work effectively with partners, building consensus, trust and respect
* Delivers objectives by bringing together diverse stakeholders to work effectively in partnership

**Stakeholder Focus**… is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others’ expectations. Level 3 indicators of effective performance* Understands diverse stakeholder needs and tailors team deliverables accordingly
* Is a role model to others, encouraging them to think of Londoners first
* Manages stakeholder expectations, so they are high but realistic
* Removes barriers to understanding the needs of diverse stakeholders, including hard to reach groups
* Focuses own and team’s efforts on delivering a quality and committed service

**Problem Solving**… is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions. Level 3 indicators of effective performance* Clarifies ambiguous problems, questioning assumptions to reach a fuller understanding
* Actively challenges the status quo to find new ways of doing things, looking for good practice
* Seeks and incorporates diverse perspectives to help produce workable strategies to address compel issues
* Initiates consultation on opportunities to improve work processes
* Supports the organisation to implement innovative suggestions

**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 3 indicators of effective performance* Translates GLA vision and strategy into practical and tangible plans for own team or delivery partners
* Consistently takes account of the wider implications of team’s actions for the GLA
* Encourages self and others to think about organisation’s long term potential
* Informs strategy development by identifying gaps in current delivery or evidence
* Takes account of a wide range of public and partner needs to inform team’s work

**Organisational Awareness**… is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.Level 3 indicators of effective performance* Uses understanding of differences between the GLA and its partners to improve working relationships
* Helps others understand the GLA and the compel environment in which it operates
* Translates changing political agendas into tangible actions
* Considers the diverse needs of Londoners in formulating GLA objectives
* Helps others understand how the media and eternal perceptions of the GLA influence work

**Managing and Developing Performance**… is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA’s objectives and statutory obligations.Level 3 indicators of effective performance* Motivates and inspires others to perform to their best, recognising and valuing their work and encouraging them to learn and reflect
* Sets clear direction and expectations and enables others to interpret competing priorities
* Agrees and monitors challenging, achievable performance objectives in line with GLA priorities
* Manages performance issues effectively to avoid adverse impact on team morale and performance

**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 3 indicators of effective performance* Monitors allocation of resources, anticipating changing requirements that may impact work delivery
* Ensures evaluation processes are in place to measure project benefits
* Gains buy-in and commitment to project delivery from diverse stakeholders
* Implements quality measures to ensure directorate output is of a high standard
* Translates political vision into action plans and deliverables

**Responsible Use of Resources**... is taking personal responsibility for using and managing resources effectively, efficiently and sustainably.Level 3 indicators of effective performance* Allocates financial and people resources efficiently to maximise value for team and wider organisation
* Thinks in terms of maximum efficiency when planning resource allocation
* Implements good practice on efficient use of resources
* Monitors financial performance and efficiency of own team, ensuring delivery of work within budget
* Negotiates and manages contracts responsibly across a diverse supplier base

**Political Restriction**This job is ‘politically restricted’ under the Local Government and Housing Act 1989. This means that while you are working for us in this job you cannot take part in certain political activities, such as being or trying to be an elected Councillor or campaigning for a political group. Further guidance on politically restricted posts can be viewed on [www.london.gov.uk](http://www.london.gov.uk) |