

JOB PROFILE

Job Title:	Director – Place
Service Area:	Place
Grade:	14
Reporting Manager:	Chief Executive
Direct reports:	Service Managers for the following: <ul style="list-style-type: none">- Development Management- Strategic Planning- Planning Projects and Transport (inc. car parking)

Job summary:

Responsible for the overall management and operation of the Planning, Development Management, Transport and Car Parking Service. To provide a cost-effective service appropriate to the needs of the community, ensuring the Council adheres to relevant legislation, providing a responsive and efficient service and supporting the vision of the Council.

To act as client lead / shareholder representative for the Building Control shared service.

Key responsibilities:

To oversee the management of the sections making up the service to ensure an efficient, effective and customer focused service.

To ensure that all required policies, strategies and plans are developed to meet best practice and deliver the Council's strategic objectives.

To manage and co-ordinate the expertise of the service and formulate policies, strategies and proposals and to influence, promote and control development as required by legislation and political priorities.

To oversee the arrangements for the improvement and enforcement of standards in all areas for which the service is responsible.

To ensure that all regulatory and compliance work is carried out in accordance with statutory and other relevant guidance.

To oversee the development of SMART performance targets and supporting information for the team in line with statutory requirements and locally agreed performance measurement and to ensure that there is continuous improvement to meet and exceed targets.

To ensure that Members are fully briefed on issues relating to the Service and take responsibility for briefing the Portfolio Holder on issues so that key decisions can be taken effectively.

To ensure that arrangements are in place to take the administrative and definitive decisions on behalf of the Council and as “proper officer” for the purposes of the Access to Information Act.

To be aware of legislative changes that impact on the service areas and ensure that policy and procedures are revised to comply with statutory and national requirements and standards.

To actively participate in the corporate management of the Council, working across services to achieve the objectives of the Corporate Plan.

To provide supportive management to coach, develop and motivate staff and empower them to deliver high quality services and contribute to the achievement of Council priorities.

To act as client lead / shareholder representative for the Building Control shared service.

In the absence of the Chief Executive and as directed exercise the functions, powers or duties of the Chief Executive.

Political restrictions

This post is subject to political restriction, which is divided into two categories and relates to the post holder duties:

- Specified posts, statutory posts as well as ‘deputy chief officers’
- Sensitive posts, which meet one or both of the following related criteria,
 - Giving advice on a regular basis to the Council itself, to any committee or sub-committee of the Council of any joint committee on which the Council are represented, or where the Council are operating executive arrangements, to the executive of the Council; to any committee of that executive, or to any member of that executive who is a member of the Council;
 - Speaking on behalf of the Council on a regular basis to journalists or broadcasters.

The postholder must therefore be aware that in accepting this post, they are required to confirm that they will conform to these political restrictions and that they will be included as conditions of their formal contract of employment with the Council.

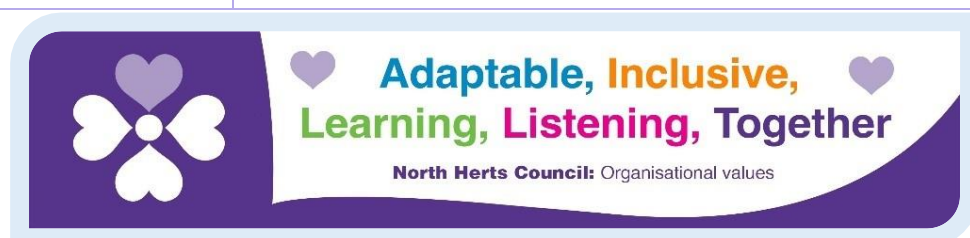
Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](https://www.north-herts.gov.uk/general-responsibilities-for-employees)

Key Requirements:		Essential desirable
Qualifications:	A degree or equivalent in a relevant subject	E
	Full Membership of the Royal Town Planning Institute or RICS or equivalent professional body	E
	Evidence of Continued Professional Development	D
	Management qualification	D



Job related experience & knowledge:	<p>Knowledge of the national policy agenda facing local government and that specifically related to Planning and Regulatory Services</p> <p>Proven track record of managing planning or building control at a senior level in a complex environment.</p> <p>Political skills and sensitivity.</p> <p>Understanding of budgetary control, financial management and experience of operating these.</p> <p>The ability to work strategically to achieve political aspirations within legislative requirements.</p> <p>Project Management experience.</p> <p>Able to contribute to corporate management and issues outside of the service.</p> <p>Knowledge of Health and Safety and Risk Management processes.</p> <p>Experience of appearance at public enquiries and/or Court cases.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
Skills & attributes required for the role:	<p>Confident in conversing in fluent English which is sufficient to fulfil all aspects of the role.</p> <p>Leadership skills that motivate and inspire staff.</p> <p>Excellent interpersonal skills to gain the confidence and commitment of stakeholders and potential partners.</p> <p>Excellent written and oral communication skills with experience of writing clear, concise and accurate reports for senior managers and Members.</p> <p>Experience of presenting and advising at Committee meetings.</p> <p>Ability to recruit, develop, train, appraise and manage staff at a senior level.</p> <p>Ability to develop effective liaison arrangements within the Directorate, across the Council and with external agencies.</p> <p>IT literate with experience of utilising IT solutions to improve efficiency of service delivery.</p> <p>Analytical skills to convert strategic management issues into practical implementation.</p> <p>Ability to produce practical and creative solutions to meet business objectives.</p> <p>A record of achievement and innovation in a field related to this job role</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>



Other:	Ability to promote the organisation's Values and Behaviours through your leadership.	E
	Ability to work effectively as part of a senior level management team.	E
	Ability to promote the image of the Directorate through articulate and confident approach.	E
	This post is subject to a satisfactory Basic check with the Disclosure and Barring Service and is exempt from the Rehabilitation of Offenders' Act.	E
	Ability to work unsociable hours.	E
	Commitment, drive and enthusiasm.	E
	Full driving licence and vehicle available for work use.	D

*E = Essential D = Desirable

Signed.....Employee

Date.....

