

PLANNING AND PLACE GROUP

Head of Planning and Chief Planning Officer (Permanent; Full time; Band F)

Based in Grantown-on-Spey

Job Purpose Summary

As a Head of Service, your role is to lead, develop and inspire your staff to make their contribution to the delivery of the National Park Partnership Plan, and Corporate and Operational Plans in an enthusiastic, dedicated, efficient and professional way. You will take lead responsibility for managing a programme of work to deliver over time a series of agreed outcomes within the National Park Authority's Corporate Plan. You will be accountable for direct managerial control of staff and financial resources. You will take lead responsibility for identifying dependencies whereby successful delivery of your programme of work will require input and / or delivery of outputs from elsewhere in the organisation and take a lead on required internal communications and negotiations required to secure resources required from other areas of the organisation. As part of the Senior Management Team you will collectively be responsible for taking forward the delivery of the Corporate & Operational Plans.

You will also be the Park Authority's [Chief Planning Officer](#), playing a key role in the leadership, vision and strategic direction of the Park Authority, raising the profile of planning in authority decisions. You will be an ambassador for the planning profession, advising the Park Authority about the carrying out of the functions conferred on them by virtue of the planning Acts, any conferred on them by any other enactment related to development, and be the professional adviser to Park Authority on the spatial and place-based implications of decisions and investments in the short, medium, and longer term.

Job focus

To lead, motivate and manage the staff team and financial resources to deliver an outstanding Planning Service across the National Park. This includes delivery of development planning, development management and enforcement functions to exceed the expectations set out in the Scottish Planning Performance Framework and delivery of services to promote community and economic development, including tourism. Deliver the Authority's Corporate and Operational Plans with specific emphasis on planning and delivering national planning priorities, championing place, renewables, built heritage, transport, design, flooding, community development and economic development including:

- *Staff Team:* Developing the skills, knowledge and experience of the staff team and establish a strong culture of continuous improvement.
- *Local Development Plan:* Oversee preparation and implementation of the Local Development Plan for the Park using the associated Action Programme as the framework to ensure its delivery.
- *Development Management and Enforcement:* Oversee the handling of planning casework to exemplary standards.
- *Planning Committee:* Ensuring the Planning Committee and Management Team are provided with clear, evidence-based advice to support decision-making.

- *Planning Expertise:* as the statutory Chief Planning Officer, be the head of the planning profession for the Park Authority, providing expert advice on planning regulations and law to the Authority, advising Board members, Management Team and staff as required.
- *Performance and Improvement:* Lead on ensuring that the Park Authority embeds continuous improvement in the planning service, engaging with the National Planning Improvement Champion to agree any areas of improvement and what steps might be taken to tackle them, ensuring that the Park Authority publishes an annual report on the performance of its planning functions that this is submitted to Scottish Ministers and the National Planning Improvement Champion.
- *Community and Rural Development:* Work with the Head of Communications to oversee the delivery of activity to promote community and economic development in the Park.
- *National Park Partnership Plan:* Leading the Project Board in the preparation of the NPPP.

Responsibilities

- Outcome Planning – you will
 - With Executive Team & Board direction, contribute to and advise on development of outcomes, benefits and scope of the Corporate Strategy and Corporate Plan Programmes, assisting in shaping the organisation’s work and future direction.
 - Take responsibility for the development of series of programmes of activity designed to deliver over time the agreed outcomes set out in the Corporate Plan.
 - As one of a group of Heads of Service, develop and deliver an annual Operational Plan for each financial year, with each operational plan making clear, identifiable and measurable contributions to the Authority’s Corporate Plan outcomes.
 - Be held accountable for management of programmes and delivery and benefits, managing key delivery risks and making clear recommendations to Senior Management and Board as necessary on actions required.
 - Have significant input, and at times take the creative lead, in developing solutions and developing strategies for achieving the organisation’s objectives.
 - Prioritise activities within the programmes and obtain sign off from Management Team and Board.
 - Work with specialists in the organisation and relevant external partners to establish delivery mechanisms in response to new government policy or targets.
 - Keep abreast of developments in relevant political, social, economic and natural environments to enable effective ongoing planning and management.
 - Build co-operation between the teams delivering your programmes to promote unity and common direction.
- Stakeholder Engagement - you will
 - Build strong and effective stakeholder relationships and partnerships with identified organisations.
 - Negotiate with and influence partners in government, NGOs and the third sector to deliver programme targets and outputs and deliver each programme’s expected contribution to Corporate outcomes.
 - Liaise with other Heads of Service to ensure common and consistent approaches between the Authority and each delivery partner.
- Resource Planning & Reporting - you will
 - Be responsible for pulling together the resources to deliver your programme of work and anticipate future requirements.

- Negotiate allocation of required staff resource input from other teams across the Authority to deliver agreed outcomes.
- Maintain commitment to delivery of programmes of work from staff throughout the organisation, and in particular from those staff drawn from teams not in your direct line of control, in order to deliver programme objectives.
- Have direct authority over programme expenditure within scheme of delegation levels, and influence the allocation of staff time by setting priorities.
- Develop meaningful and measurable Key Performance Indicators (KPIs) to demonstrate performance of the programme and its contribution to strategic and national outcomes, and participate fully in delivery of wider corporate performance reporting.
- Ensure staff appraisal and assessments are carried out as required under the Authority's policy and procedures.
- Budgets - you will
 - Be responsible for defining and agreeing (with Executive Team & Board) an allocation of funding to achieve programme outcomes, managing the programme budget, and providing assurance and reporting on outturn.
 - Be accountable for the use of assigned budgets, including ensuring appropriate approvals are in place for expenditure in line with the Authority's scheme of delegation, taking appropriate procurement routes in commissioning work, and approving / certifying expenditure.

Person Specification: - Knowledge, experience and training

ESSENTIAL

- The post-holder must have experience of managing staff, and demonstrable ability to lead, motivate and develop a staff team
- The post-holder must have degree in Town and Country Planning or equivalent and RTP1 membership.
- The post-holder must have significant experience of developing planning policy and preparation of Local Development Plans and/or development management.
- The post-holder must have the capacity to work autonomously of frequent senior management supervision.
- The post-holder must be able to demonstrate ability to make sound judgements on the handling of controversial and sensitive planning issues.
- The post-holder must be articulate, with excellent interpersonal and communication skills.
- Full UK driving licence or access to a driver if disability prevents driving
- Permission to work in the UK

Desirable

- Experience of both the preparation of development plans, and development management functions of a planning authority.
- Good appreciation of work in the public sector and awareness of the pressures and constraints on public bodies.
- Experience of working with Planning Committees or similar decision-making bodies.
- An innovative thinker, capable of assessing complex policy issues and developing solutions.

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