

Role Description and Employee Specification

Job Title:	Head of Planning Services	Location:	Cirencester
Department:	Communities and Place	Service:	Development Management
Reports to:	Assistant Director -- Planning Services	Working Hours:	37 hours per week
Salary:	£61,744- £67,640 per annum	Peer Group:	TBC
Business World Post Number:	New post	Job Group:	Head of Service
Contract Type:	Permanent	Direct Reports:	Principal Planner, Principal Planning and Enforcement Officer, Senior Case Officers, Senior Planning and Conservation Officer, Senior Planning Officers, Planning Technician.

Overall purpose of the Post:	Working closely with the Principal Officers to deliver and be responsible for the full range of Development Management and Planning Enforcement services at Cotswold District Council and to assist the Assistant Director – Planning Services – Cotswold District Council in managing the various range of Development Management functions across the council.
Key Tasks and Responsibilities:	<ul style="list-style-type: none"> • To oversee the processing and determination of planning related applications and appeals • To ensure breaches of planning control are enforced against expediently and proportionately • Delivery of the Cirencester strategic housing allocation • To be a trusted expert in providing guidance within the area of specialism and actively contribute to the Council • Contribute to the shaping of policy, influencing industry bodies, clients and colleagues to achieve long term business plan objectives of Cotswold District Council • Maintain a broad awareness of issues affecting the public sector • Effective and appropriate management of Officer/Member liaison recognising members/officers/Councils may on occasion have divergent interests • Lead officer at Planning Committee • Lead officer for DM related issues and enquiries

Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	<ul style="list-style-type: none"> • Educated to degree level or equivalent in a relevant profession such as surveying, land management, property etc • Five years' experience in the relevant field • Relevant professional membership/qualification of governing body (RTPI, RICS) • Proven track record at working at a senior level in the public sector or similar organisation • Proven track record to facilitate and manage ongoing change • Proven track record to lead, inspire and successfully motivate others towards shared objectives for the area of specialism • Be a strategic thinker and planner • Proven track record of providing and influencing strategic direction • Excellent written and verbal communication skills • Competent in using a range of technology and software packages, including Microsoft and Google products 		
Desirable Requirements Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • Proven track record of working with internal/external customers, partners/clients and elected members • Proven track record in leading projects 		
General Accountabilities:	<p>The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment.</p> <p>Work in compliance with the Codes of Conduct, Regulations and policies of the council.</p> <p>Ensure compliance with Data Protection and Freedom of Information/ Environmental Information Regulations.</p> <p>Ensure the Council's compliance with other relevant legislation which impacts on the work of the local planning authority including but not limited to the Habitats Regulations and the Environment Act 2021.</p>		
Special Conditions:	<p>You will be expected to work reasonable additional hours in line with the needs of the service.</p> <p>There may be a requirement to work at other locations to meet the needs of the Council.</p> <p>Full UK Driving Licence.</p> <p>Ability to travel / access to a vehicle for work purposes.</p>		
Date Reviewed:	23/10/2024	Reviewed By:	Carmel Togher
Checked by HRBP	Carmel Togher	Date of Issue:	