**Job Description**

**Head of Planning and Enforcement**

**Level: Head of Service**

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| **Responsible To:**  | **Responsible For:** |
| Director of Planning and Property | Planning and enforcement services |

**About the job:**

As the Council’s Head of Planning and Enforcement, and Chief Planner, you will lead and manage the council’s development management, planning enforcement/compliance, and licensing functions. You will also play a key role in the management of the shared building control service (shared with South Ribble Borough Council). You will work to ensure that the council meets statutory requirements in relation to development management, planning enforcement and licensing.

The effective planning service you will oversee will ensure that new development contributes to meeting the needs of the borough, while the licensing and building control functions will help to keep the borough and residents safe.

**Role:**

Ensure that the Council has in place the appropriate policies, procedures and resources to allow it to meet and comply with statutory and legal requirements, monitoring, and evaluation arrangements including section 106 and CIL.

Lead the council’s licensing function, ensuring that it processes applications and decision making effectively and efficiently, in line with high quality licensing policies.

Play a leading role in managing the shared building control function, ensuring the council has in place effective processes to deliver a high-quality service.

Provide professional advice to members, officers, and customers on planning matters and strategic applications to ensure community benefits are realised and the Council’s corporate and regeneration objectives are met.

Lead on complex and strategic applications and exercise delegated authority to make decisions on planning applications. Manage the response to any subsequent planning appeals.

As needed, represent the Council or arrange representation at external hearings, Public Inquiries, and other judicial proceedings in relation to development control matters and guidance.

Ensure the Council enters into robust and inclusive community engagement, giving advice and assistance to the public and represent the Council at public meetings and site visits to discuss development proposals.

Be an active member of the Council’s Senior Leadership Team.

**Responsibilities:**

**Line Management:**

* You will manage individual and team performance to ensure that agreed targets and outcomes are achieved and that quality services are provided at all times, in line with our HR policies
* You will be responsible for all aspects of staffing matters related to the team including recruitment, appraisals, absence management, capability and discipline
* You will participate in and deliver staff development activities as required

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.

**What the successful candidate will have:**

**Qualifications**

* Relevant degree or equivalent experience
* Chartered membership of relevant professional body
* A current full driving licence or equivalent mobility
* Evidence of continuing professional development

**Experience**

* Be able to think and act strategically across and outside organisational boundaries.
* Have significant experience of managing relevant teams and functions with demonstrable success.
* Experience of advising elected members and of presenting applications to relevant committees, including on strategic, contentious, or sensitive applications and issues
* Experience of appearing as an expert witness at Public Inquiries or other judicial proceedings.

**Knowledge, skills & abilities**

* Understanding and awareness of current legislation and guidance as it relates to development management, compliance and licensing
* Understanding of current developments in service delivery within local government
* Able to inspire others with a compelling vision of the future, engage others in that future and motivate them to make the required contribution
* Able to be a key advocate for change and have the personal courage and resilience to cope with ambiguity, uncertainty and pressure.
* A willingness to take on new challenges and look for positive service delivery solutions

**Our Values & Behaviours**

**Customer Focused** - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service.

**Forward Thinking** - We solve difficult problems by being adaptable, resilient, and innovative.

**Working Together** - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services.

**Making a Difference** - We make a positive difference for our communities by being helpful and going the extra mile.

**Delivering Quality Services** - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome.