

## JOB DESCRIPTION

**Post Title:** Assistant Director Strategy, Planning and Regulation.

**Department:** Business, Growth and Infrastructure.

**Post No:**

**Division/Section:** Strategy, Planning and Regulation.

**Post Grade:** Chief Officer Band C

**Location:** The post holder will be based within the Bury Campus, however may be required to travel within the locality to deliver the requirements of the role.

**Post Hours:** 37

### **Special Conditions of Service:**

The nature of the post will require the post holder to work flexibly dependent on the needs of the job. This can include attending events or meetings outside of normal working hours and working agilely from different offices or home as appropriate.

This role will be politically restricted.

### **Purpose and Objectives of Post:**

The post holder will be responsible for:-

- Leading on the strategic planning of the Borough. This will include having responsibility over the statutory planning functions of Development Plans and Development Management and Planning Enforcement as well as key regulatory functions including Building Control and Urban Renewal.
- Leading on key strategic initiatives including the Greater Manchester Spatial Framework (GMSF) and the plans for the Northern Gateway.
- Planning future infrastructure investments and balance the needs for quality new housing and commercial land with a desire to maintain high quality green spaces.
- Leading on the future planning of our town centres. This will involve working with public and private stakeholders to develop a range of vision and masterplanning documents which set the agenda for the future of our key centres.
- A wide range of property regulatory functions to include statutory planning, building control and urban renewal teams and must ensure these services are able to deliver their statutory duties effectively
- Managing key relationships with the Greater Manchester Combined Authority (GMCA) and Transport for Greater Manchester (TfGM) in delivering strategic planning and infrastructure projects and plans. This includes strategic transport planning initiatives, helping to secure major transport investment in Bury, such as the Interchange.

- Delivering high performance by establishing clear expectations and standards in line with the Council's performance management requirements; monitoring and increasing productivity and reporting on achievement, ensuring services are delivered effectively and efficiently to the highest standards; including financial, risk, people and change management.
- To support elected members as local leaders, developing strong working relationships with elected members to understand their needs; as appropriate, providing high level advice and support to them that will contribute to the Council's performance.

**Accountable to:** The Chief Executive.

**Immediately Responsible to:** Director of Regeneration and Capital Growth.

**Immediately Responsible for:** All staff within the remit of the post.

**Relationships: (Internal and External)**

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| <ul style="list-style-type: none"> <li>• Key relationships with GMCA and TFGM in delivering strategic planning and infrastructure projects and plans.</li> <li>• Relationships with national bodies such as Highways England and utility infrastructure providers.</li> <li>• Developers, contractors, investors and other private sector bodies.</li> <li>• Town Centre Recovery Boards and key strategic landowners.</li> <li>• Management of Internal Teams (Strategic Planning, Development Management, Building Control, Urban Renewal).</li> <li>• Relationships with external consultancies and advisory companies undertaking masterplanning, viability and other technical studies</li> </ul> | <ul style="list-style-type: none"> <li>• Leader of the Council, Portfolio Holder, Cabinet Members(s), Deputies and Opposition Spokespersons.</li> <li>• All Members of the Council.</li> <li>• All Executive Directors and Chief Officers of the Council and CCG.</li> <li>• Members of Parliament.</li> <li>• Members of the Public.</li> <li>• All employees across the Council/CCG.</li> </ul> |
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## Control of Resources:

- Financial**
- Significant staffing budgets.
  - Control of deployment of S106 funding.
  - Discretionary grant funding secured to deliver objectives.
  - Control over Council funding required to support strategic planning exercises.
- Personnel**
- Control, discipline, training and direction of all employees responsible for
  - Responsible for the management, direction and deployment of all resources within area of responsibility.
- Equipment**
- Ultimate responsibility for all equipment used within area of responsibility.
- Health/ Safety**
- Health, Safety and Welfare of all employees within area of responsibility.

## Duties and Responsibilities:

- Lead on the future strategic planning of the Borough. This will include responsibilities for our participation in the creation of a GMSF at a regional level. This will require not only a strong strategic grasp of the issues and an understanding of the evidence base, together with a level of political skill in providing advice to senior officers and politicians.
- Lead on the strategic planning of the Northern Gateway, one of the largest emerging planned land releases in the UK, which will open-up major development opportunities for the Borough. The post holder will have to grasp the challenges of strategically planning the future of the area with neighbouring authorities, landowners, national bodies and the GMCA.
- Provide leadership across a number of key regulatory functions. These include ensuring:
  - the statutory Development Management function is delivered in an effective manner;
  - the adoption and delivery of statutory Development Plans (including the GMSF and Bury's Local Plan);
  - the Building Control functions effectively;
  - that standards are met in the private rented sector through the work of Urban Renewal.
- Lead on the various elements that cut across these functions encompassing strategic physical and social infrastructure, flood defences, transport planning and securing s106 contributions from developers.
- Work with the Assistant Director Capital Development and Delivery to ensure that we have comprehensive regeneration proposals for key locations.
- Oversee the work of the Town Centre Economic Recovery and Growth Boards
- Support the project leads in creating action plans for the various centres

- Delivering high performance by establishing clear expectations and standards in line with the Council's performance management requirements; monitoring and increasing productivity and reporting on achievement, ensuring services are delivered effectively and efficiently to the highest standards; including financial, risk, people and change management.
- To support elected members as local leaders, developing strong working relationships with elected members to understand their needs; as appropriate, providing high level advice and support to them that will contribute to the Council's performance.
- To lead, motivate, direct, manage and develop staff ensuring strategic and operational priorities and work plans are delivered.
- Take an active role in Greater Manchester maximising benefit for Bury from the wider city region.
- To deputise for the Director of Regeneration and Capital Growth as required.
- To propose and/or carry out other responsibilities as agreed by the Council and commensurate with the grade of the post.

#### **Standard duties**

- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.
- As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee who may have his/her Trade Union Representative present if so desired (see paragraph 203 of supplemental Conditions of Service)

<b>Job Description prepared by:</b> <b>Paul Lakin, Director of Regeneration and Capital Growth</b>	<b>Sign:</b>	<b>Date:</b> <b>17 June 2020</b>
<b>Agreed correct by Post holder:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Agreed correct by Supervisor/Manager:</b>	<b>Sign:</b>	<b>Date:</b>

**DEPARTMENT FOR BUSINESS, GROWTH AND INFRASTRUCTURE**  
Assistant Director Development and Delivery

<b>SHORT LISTING &amp; INTERVIEWING CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>		
Educated to degree level or with a relevant professional qualification, with evidence of continued professional development.	✓	
Member of the RICS.???		✓
Evidence of continued professional, managerial and personal development.	✓	
<b>Knowledge and Skills</b>		
The postholder will be able to demonstrate an extensive knowledge of the planning system and will be able to plan future infrastructure investments and balance the needs for quality new housing and commercial land with a desire to maintain high quality green spaces.	✓	
Fundamental grasp of the UK planning system, with an in-depth understanding of the national, regional and local planning regimes.	✓	
Detailed understanding of the issues associated with funding new infrastructure and value-capture mechanisms.	✓	
Support the building of evidence required to support the GMSF through its approval processes.	✓	
Understanding of the need to create new employment and housing land whilst understand the pressures to preserve the green spaces.	✓	
Understanding of wider infrastructure issues such as power, utility, highways, flooding, water supply and the role of planning in reducing carbon use.	✓	
Strong understanding of the changing roles and natures of our High Streets and the need to future proof our key centres through processes of external change.	✓	
Strong leadership skills and demonstrable ability to lead, motivate and manage multi-disciplinary teams.	✓	

Strong interpersonal, influencing and negotiating skills to initiate and develop positive and effective working relationships locally, regionally and nationally.	✓	
Proven analytical capabilities and to think and plan strategically, corporately, with a creative approach to problem solving, applying sound judgement to make decisions and delivery with competing deadlines.	✓	
Knowledge of programme and project methodologies and the proven ability to manage projects and programmes.	✓	
Ability to show resilience and resourcefulness in the face of highly complex challenges.	✓	
Understanding of the national and local political context and experience of analysis and providing appropriate advice to a complex range of stakeholders.	✓	
<b>Experience</b>	✓	
Strong experience of developing an evidence based approach towards strategic planning.	✓	
Evidence of being able to lead partnerships approaches towards new development.	✓	
Experience of commissioning masterplans and other types of high-level planning exercises.	✓	
Experience of leading across a number of key regulatory functions.	✓	
A proven track record of working at a senior level, demonstrating organisational culture, values and behaviours in your leadership approach.	✓	
Proven experience of leading teams with relevant specialisms in a large and complex organisation.	✓	
Experience of reporting progress on a major scheme to supervisory Board.	✓	
Evidence of successful resource, financial and project management and applying rigorous monitoring and control procedures.	✓	

## CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

ASSESSMENT METHOD	CRITERIA
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<b>Test/Presentation</b>	Excellent oral and written communication skills, including the ability to express complex ideas in simple terms. Presentation, influencing and networking skills and evidencing previous track record and experience.
<b>Assessment Centre</b>	Demonstration of technical capability including knowledge of the planning system and experience of strategic planning.