

**Job Title:** Planning Built and Natural Environment Manager

**Post Number:** 200464

**Service / Section:** Regulation and Economic Development Service / Planning Function

**Grade:** 8

### Overall Job Purpose:

To lead and manage the performance, staff and budgets of the Built and Natural Environment Team to ensure its objectives and targets are achieved as part of an efficient, effective and resilient Planning Function.

**General:** To comply with:

1. The local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy;
2. Policies and procedures (e.g. EU Procurement and the Council's Financial Regulations; Data Protection Act; Freedom of Information; Equalities Act 2010; Welsh Language Standards).

### Main Duties / Responsibilities:

1. Lead and manage all Built and Natural Environment activities to ensure the efficient processing, assessment and determination of relevant applications (and appeals), undertaking site inspections and consultations as necessary, in accordance with agreed targets, timescales and priorities.
2. Provide professional and specialist advice on Built and Natural Environment matters (including building conservation, landscape and biodiversity) to the County Council (including Senior Officers, Elected Members and other Services), external agencies, the private sector, the general public and at inquiries/ hearings (either directly or through delegation to other officers).
3. Maintain a high level of professional knowledge of relevant planning and environmental legislation and case law and apply this to ensure legally sound, quality and robust planning recommendations and decisions.
4. Provide advice and guidance to the Planning Committee on all applications determined by them.
5. Ensure the quality and consistency of all planning and environmental recommendations and decision making with regard to planning and environmental legislation, policies and all other material considerations.

6. Undertake consultations and liaise with other Services, other Local Authorities, statutory consultees, community groups, private groups and members of the public.
7. Identify opportunities to improve the efficiency, effectiveness and resilience of the service's provided by the Built and Natural Environment Team.
8. Manage and develop the Built and Natural Environment Team's staff in order to motivate them to work to their highest potential and consistently demonstrate professional values, standards and behaviours.
9. Manage and monitor the Built and Natural Environment Team's core budgets and income/ fees.
10. Support activities to deliver cultural change within the Planning Function, and ensure the Built and Natural Environment Team's commitment to continuous improvement.
11. Represent the Built and Natural Environment Team on the Planning Function's Management Team.
12. Establish and maintain professional working relationships with other Officers at a local, regional and national level, as well as external statutory bodies within specialist areas of work including CADW, NRW, WG & GAPS.
13. Establish and maintain effective communication and engagement with stakeholders and partners (including Elected Members, developers and the general public), providing clear and robust advice and guidance on relevant planning issues and procedures.
14. Represent Built and Natural Environment interests on/ at multi-disciplinary groups or meetings as required.
15. Support the development and operation of the Planning Function's electronic and data based business systems and processes.
16. Support and add value to other Service and County Council priorities and activities e.g. decarbonisation, climate change, improving community wellbeing.
17. Deputise for the Chief Planning Officer as required.
18. The post-holder may be required to carry out any other responsibilities as appropriate with the nature of the post and its grade.

<b><u>Person Specification:</u></b>	<b>Essential (E) Desirable (D)</b>
<p><b><u>Education and Training</u></b></p> <p><b>The minimum educational requirements/professional or vocational qualifications for the post:</b></p> <ol style="list-style-type: none"> <li>1. Educated to degree level or equivalent.</li> <li>2. Full Membership (Chartered) of an appropriate Professional Body (e.g. Royal Town Planning Institute, Royal Institute of British Architects, Landscape Institute, Royal Institution of Chartered Surveyors, Institute if Historic Building Conservation).</li> <li>3. Programme or Project Management Qualification.</li> </ol> <p><b>Any specific training required for the post including Certification:</b></p> <ol style="list-style-type: none"> <li>1. Recognised qualification in Change Management.</li> </ol>	<p>E E  D   D</p>
<p><b><u>Key Competence Requirements</u></b></p> <p><b>Job related knowledge:</b></p> <ol style="list-style-type: none"> <li>1. Thorough and robust knowledge and understanding of Planning and Environmental legislation, procedures and processes (specifically relating to Development Management and Built, Historic and Natural Environment issues).</li> <li>2. Awareness and understanding of National planning performance indicators and targets.</li> <li>3. Understanding of the relationship between Planning and other Council Service areas.</li> <li>4. Experience of business planning, performance management, and resource management.</li> <li>5. Experience of leading multi-disciplinary teams.</li> <li>6. Ability to analyse information and prepare evidenced and reasoned written reports.</li> <li>7. Good analytical skills.</li> <li>8. Management experience.</li> </ol> <p><b>Specific skills:</b></p> <ol style="list-style-type: none"> <li>1. Ability to operate and move between strategic and operational level thinking to implement planning land use strategies and policies to deliver positive outcomes for the island.</li> <li>2. Ability to lead, manage and develop people to improve performance.</li> <li>3. Ability to drive service performance and improvement.</li> <li>4. Ability to challenge and influence established beliefs and behaviours.</li> <li>5. Budget profiling and monitoring skills</li> <li>6. Exercising considered judgement in the provision of advice/ recommendations.</li> <li>7. Strategic thinking and analysis.</li> <li>8. Practical experience of IT (word processing, spread sheets, databases).</li> <li>9. Ability to maintain effective records.</li> <li>10. Effective communication skills in both Welsh and English (with members of the public, elected members and other stakeholders).</li> </ol>	<p>E  E E E E E E  E  E E E E E E E E E</p>

11.	Ability to establish and maintain effective working relationships (including the Welsh Government, other Local Authorities and the private sector).	E
<b>Managerial skills critical for effective performance:</b>		
1.	Substantial experience as a manager and leading a team to deliver.	E
2.	Leadership and people management (including staff reviews and appraisals).	E
3.	Financial budget profiling, analysis, management and monitoring.	E
4.	Risk management and performance management.	E
5.	Commitment to positive customer service and equality of opportunity.	E
6.	Experience of managing change and exploiting new technologies and ways of working.	E
7.	Experience of working within a political framework.	E
8.	Ability to develop and maintain positive relationships with internal and external stakeholders.	E
<b>Personal Attributes and Circumstances</b>		
<b>Personal values and characteristics which should be demonstrated in performing the duties of the post:</b>		
1.	Give a good example to others by being proactive, honest and consistent.	E
2.	Ensure compliance with professional standards.	E
3.	Ability to work under pressure to meet deadlines and targets.	E
4.	Ability to listen and understand the views of others.	E
5.	Self-motivated and ability to act on own initiative.	E
6.	Ability to challenge and present evidence based new ideas, influence and be persuasive.	E
7.	Committed to finding workable solutions to problems and difficult situations.	E
8.	Ability to adapt to change, driving improved effectiveness.	E
9.	Ability to work on multiple tasks in parallel, setting priorities, managing time and maintaining performance.	E
10.	Takes ownership of agreed decisions, and is resourceful with a sustaining commitment to implementation and the delivery of outcomes.	E
11.	Excellent judgment, drive, energy and resilience.	E
12.	Good interpersonal skills, adaptability and sensitivity and ability to work in a team.	E
13.	Honesty, integrity and ability to remain calm in difficult circumstances.	E
14.	Communication and negotiation skills.	E
<b>Job demands which, if not met, could constrain effective performance in post:</b>		
1.	Flexible approach to working hours.	E
2.	Full driving licence and access to a vehicle which can be used for work purposes.	E
<b><u>Position in the Organisation:</u></b>		
<b>Reports to:</b>	Chief Planning Officer	
<b>Staff Supervised:</b>	Senior Planning Officer (Conservation Officer) Tree and Landscape Officer	

Environmental and Ecological Advisor  
Local Wildlife Officer  
Local Wildlife Assistant

### Working Arrangements and Conditions:

<b>Working Week:</b>	Any 5 out of 7 Monday – Sunday
<b>Identified Work Base:</b>	<p>Council Offices Llangefni. You may, however, be required or permitted to work anywhere within the Council's area on a permanent or temporary basis without additional time or payment for doing so.</p> <p>The Isle of Anglesey County Council has adopted a post-Covid Hybrid Policy of working for most office based roles, which means you have the opportunity to combine working within an office environment alongside working from home.</p>
<b>Contracted Hours:</b>	37

### Language Requirements

#### **Welsh Language Skills** (Please see the skills framework attached)

<b>Listening (Tick One)</b>		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 ✓
<b>Reading (Tick One)</b>	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 ✓	Level 5 <input type="checkbox"/>
<b>Speaking (Tick One)</b>		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 ✓
<b>Writing (Tick One)</b>	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 ✓	Level 5 <input type="checkbox"/>

#### **English Language Skills** (Please see the skills framework attached)

<b>Listening (Tick One)</b>	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 ✓
<b>Reading (Tick One)</b>	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 ✓

<b>Speaking (Tick One)</b>	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 ✓
<b>Writing (Tick One)</b>	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 ✓

### **Flexibility**

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

**Date of preparation of this job description document: August 2017**

## Language Skills - Workplace Assessment Levels

### (i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

### (ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

### (iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

### (iv) Writing:

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to complete written work without the need for revision