

Head of Development and Land

Department: Growth, Housing and Environment

Division: Regulation

Reports to: Group Director of Regulation

JE Reference: GHE1044

Grade: CS15

JE Date: 20/04/2020

Job purpose

Leading and managing the Planning Applications, Building Standards and other Land Controls services for the Government of Jersey, thereby ensuring the effective regulation of the land use, natural and wildlife assets, construction and development sectors of the Island to promote public safety and wellbeing.

Job specific outcomes

Manage the processing and determination of planning applications and building byelaw applications within set timescales as the legally designated office holder for such decisions, to ensure that land is developed appropriately and building safety is maintained.

Ensure the determination of decisions for agricultural land use to ensure that changes to agricultural land are appropriate and an agricultural land bank is maintained for the island, to preserve the Island's agricultural land reserve.

Be the lead adviser to the Minister and Planning Applications Committee in relation to all aspects of planning, building and land decision making on the Island to ensure political decisions are made with the best advice and evidence.

Lead on identifying change requirements to legislation, regulations and byelaws related to land, planning and building, and processes and regulations related to changes and threats to natural land and heritage assets, including wildlife habitat and sites of special interest, working in partnership with the Regulatory Improvement function, thereby ensuring that the island maintains good practice against international protocols and expectations, and continues to protect land assets against harmful practice.

Manage the service response to major development proposals from all aspects of planning, building and land to ensure appropriate economic growth is achieved whilst maintaining public safety, protection and wellbeing.

Lead on the improvement of planning, building standards and land use across the island, ensuring alignment with legislation, regulations and best practice, so that the public and natural assets are protected whilst enabling a positive customer experience.

Manage the land and development compliance service to investigate breaches of land and development controls, provide rectification guidelines and monitor progress on remedial action, so that public safety and land assets are protected from adverse practices.

Lead on the delivery of wildlife and habitat regulation, coordinating the monitoring of compliance and the investigation of breaches, to discourage illegal behaviour and support the delivery of conservation and environmental protection initiatives.

Responsible for representing the Government in the event of appeals and legal action related to land use, wildlife and natural habitat and construction and development regulations and breaches, ensuring that services and Government reputation are maintained.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Services (TIER 1,2 and 3 jobs only – DELETE if not applicable)

- Planning and Land Applications
- Building Standards
- Wildlife and Habitat Regulation
- Compliance and Appeals

Organisational structure



Person Specification

Specific to the role

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
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| <p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p> | <p>Level 7 qualification in a relevant specialism, e.g. Surveying, Construction, Town and Country Planning or equivalent.</p> <p>Post graduate management qualification or equivalent.</p> <p>Chartered membership status in a relevant professional body or equivalent (e.g. Royal Institution of Chartered Surveyors, Royal Town Planning Institute etc.).</p> | |
| <p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p> | <p>In-depth knowledge of planning, building and land processes, applications and the regulatory environment.</p> <p>Breadth of knowledge across the economy, environment and the community in balancing development and land economics with public protection.</p> <p>Detailed knowledge of local, UK and EU legislation, directives, regulations and international agreements with a comprehensive understanding of how they impact local legislation, policy frameworks and practices.</p> <p>Ongoing Continuing Professional Development</p> | <p>Knowledge of:</p> <p>The activity and processes of Government including interaction between politicians and officials.</p> <p>Management reporting as it relates to this role.</p> <p>The Growth, Housing and Environment priorities, key objectives, risks and issues relevant to the department division and the role.</p> |

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| | <p>to remain up-to-date with the latest methodologies and industry research and best practice.</p> <p>Knowledge of managing a budget and business planning processes.</p> <p>Knowledge of the Government of Jersey or a comparable organisation and its strategy and functions.</p> | |
| <p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p> | <p>Computer literate with ability to operate the Microsoft Office package.</p> | <p>Driving licence (Group B)</p> |
| <p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p> | <p>Agile working skills.</p> <p>Strong relationship building skills.</p> <p>Good planning and organising skills so as to generate medium and long-term strategic plans for the relevant areas of responsibility.</p> <p>Ability to lead, motivate and manage teams to facilitate achievement of high delivery and performance and manage poor behaviour.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for presentation to a variety of audiences, including the States Employment Board and Government of Jersey</p> | |

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| | <p>Ministers.</p> <p>Ability to communicate confidently and effectively in media interviews when required. Ability to communicate effectively to senior stakeholders, including politicians and Senior Management and deliver key messages at a suitable level.</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</p> | |
| <p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p> | <p>Experience of planning and building practice.</p> <p>Proven management experience, including management of senior teams, obtained by a combination of professional experience and more formal management training.</p> <p>Experience in delivery against large budgets.</p> <p>Experience setting and deploying strategy at departmental / divisional level.</p> <p>A proven track record of achieving objectives on time.</p> <p>Experience of best practice within the area/s overseen as part of the remit of the role to make recommendations for change.</p> <p>Experience working alongside senior stakeholders within the</p> | |

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| | public sector or a similar context. | |
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Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators.