

Planning Applications Manager

Department: Infrastructure, Housing and Environment

Division: Regulation

Reports to: Head of Development and Land

JE reference: IHE1009

Grade: CS13

JE Date: 24/6/2021

Job purpose

Responsible for managing the planning applications function, leading the team of Senior Planners, including the special and major projects, to ensure the efficient delivery of services in line with the agreed Business Plan. Balancing the relevant legislation, polices, environmental, social and economic considerations to effectively regulate development in a sustainable manner.

Job specific outcomes

Accountable for the efficient assessment of approximately 2,000 to 2,500 planning applications per annum plus requests for advice. Overseeing applications ranging from those considered to be more routine, to the most complex / special projects ensure consistency through decision-making. Signing off the recommendations of Senior Planners and Planning Officers, determining applications on behalf of the Head of Development and Land.

Manage the team of professional Planners, providing technical advice and guidance to support their professional development and ensure they meet the targets defined in the business plan.

Encourage a culture of continual improvement, by proactively engaging and contributing to procedural reviews led by the Head of Regulatory Improvement to ensure the continual improvement of services, in terms of efficiency and performance to optimise customer experience.

Develop strong relationships across Government Departments (e.g. Strategic, Policy, Planning and Performance), industry, business representatives and other key stakeholders to influence and contribute to the development and implementation of effective planning policies and strategies.

Take decisions on the largest scale, most complex and contentious planning related applications considering a range of policies, legislation and other factors. Liaise with fellow professionals, the public and the applicant on any suggested amendments to a proposal which may mitigate the effect or improve the quality of the development.

Conduct site visits, recording all features of importance to assess the proposals in situ. Provide written reports, which sets out and summarises the key policy factors and any representations or consultee responses. Illustrative of an evidence based professional assessment and recommendation.

Liaise with Legal Advisors to draft legal agreements for the Head of Development and Land to sign off on.

On occasion, compile and present the Minister's evidence on appeals, either at Public Hearings or in Tribunal, acting as an expert witness.

Deputise for the Head of Development and Land in respect to the various people and financial matters. As well as approving the reports for publication to the monthly public agendas, for Chairing the public meetings of the Planning Applications Committee.

Provide expert advice to the Minister, Planning Applications Committee and the public on planning and related matters.

Work directly with the Minister to produce responses to formal States Questions and attend relevant Scrutiny panels and responses to FOI requests

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

- Planning Applications

Organisational structure

TBC

Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Level 7 qualification equivalent to a degree in Town and Country Planning, plus a relevant Masters degree</p> <p>Chartered Membership of the Royal Town Planning Institute (RTPI)</p> <p>Management qualification</p>	<p>Membership of the Institute of Historic Building Conservation</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>Demonstrable continued professional development, to maintain knowledge of best practice</p> <p>Knowledge and understanding of relevant legislation and policy and the ability to apply these and explain to others.</p> <p>Economic forces and the political sensitivity of planning issues</p>	<p>Knowledge of:</p> <p>The activity and processes of Government</p> <p>The Infrastructure, Housing and Environment priorities, key objectives, risks and issues relevant to the department division and the role</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>Ability to read and assess drawings and other complex technical data.</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>Problem solving, negotiation and influencing skills. With proven ability to handle and interpret a range of information from a variety of sources and expert consultee advice</p> <p>Confident decision-maker</p> <p>Ability to develop innovative approaches to service delivery</p>	

	<p>Ability to lead, motivate and manage teams to facilitate achievement of high delivery and performance and manage poor behaviour.</p> <p>Strong relationship building skills</p> <p>Ability to present effectively, both verbally and in writing</p> <p>Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for presentation</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>Significant post qualification experience, including breadth across a variety of different disciplines in the planning field</p> <p>Dealing with complex cases with the ability to apply these and explain to others</p> <p>Management of a team and budgets</p>	

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 4 core accountabilities, attributes and behaviour indicators.

Organisation chart

