

Job Description and Person Specification

Local Plan Programme Manager

A Lambeth to be proud of



Job Title: Local Plan Programme Manager

Department: Planning Policy and Place Shaping

Division: Growth and Environment

Business Unit: Planning

Grade: PO6

Reports to: Planning Policy Manager

Responsible for: Managing third party consultants and supporting planning policy officers

Job Purpose

The Local Plan Programme Manager is a key role within the Planning Policy team, responsible for leading the council's Development Plan program, including the preparation of the new Local Plan and the review of the CIL Charging Schedule.

The Local Plan Programme Manager will manage the preparation of key planning documents through to adoption as council policy. The post holder will be responsible for leading projects, identifying risks and decision taking to ensure key milestones are met.

Responsible for the management of planning policy team members as well as third party consultants, the Local Plan Programme Manager will ensure statutory plan making duties are carried in line with legislative requirements while responding to evolving government reforms and the pro-growth agenda.

Through the development of positive, innovative planning policy and guidance, the Local Plan Programme Manager will play an instrumental role in delivering an up-to-date planning policy framework that reflects the priorities and ambitions of the Borough Plan and wider Council objectives.

Engagement with the Mayor of London in relation to reviews of the London Plan and its associated evidence base is a key part of this role along with responding to government consultations on national planning policy changes. To provide advice and guidance to the council, and both internal and external customers, on plan preparation and planning policy matters.

To lead work on neighbourhood planning, planning guidance documents, infrastructure planning, site-specific briefs and the preparation of appropriate evidence to support strategic documents.

Responsibilities

1. Play a critical role in leading on the preparation of the new Local Plan, supporting sustainability appraisal/strategic environment assessment and Equalities and Health and Wellbeing Impact assessment to make a significant contribution to enabling inclusive growth across the borough.
2. Responsible for taking key decisions throughout the plan making process to ensure revised documents meet legislative requirements, respond to government reforms and deliver wider council objectives.
3. Responsible for reviewing and updating the Community Infrastructure Levy (CIL) Charging Schedule and associated evidence base including the Infrastructure Delivery Plan ensuring it is aligned with Local Plan, Borough Plan and capital investment opportunities.
4. Financial responsibility and budget planning for spend associated with the production of the Local Plan and CIL Charging Schedule.
5. To lead and support the planning policy team in the preparation of Development Plan Documents to include the supervision, training and development of staff, overseeing the preparation of reports and evidence base documents ensuring consistency of approach.
6. To work collaboratively with colleagues within the Growth and Environment Directorate and the wider council, to ensure the revised Local Plan and CIL Charging Schedule supports the delivery of the wider objectives of the Council.
7. To scope, commission and project manage third party consultants to deliver agreed evidence base studies to support the preparation of the Local Plan and CIL Charging Schedule.
8. To build and maintain working relationships with the Mayor of London to ensure alignment of policies and approach with the Mayors pro-growth agenda and Charging Schedule.
9. To ensure comprehensive and effective stakeholder engagement and inclusive public consultation during the preparation of planning policy documents, in accordance with the council's Statement of Community Involvement and working closely with the council's communications team as required.
10. Briefing of senior management and Members to promote the preparation of key policy documents and ensure collaboration across the council.
11. Represent the council at Examination, support staff members preparing and giving evidence at Examination as well as defending the council's policy position.
12. To lead on all aspects of neighbourhood planning in accordance with legislative requirements and government guidance, providing appropriate advice and support to neighbourhood planning groups in accordance with the council's policy set out in its Statement of Community Involvement
13. Support and lead the preparation, co-ordination and presentation of the Council's response to national, regional, strategic and local spatial and neighbourhood planning and environmental policy consultations. In particular those pursued by the Government and Mayor through the London Plan.
14. To represent the council at a local, regional and national level regarding spatial development and wider regeneration, playing an active role in partnership development and joint working, to promote Lambeth as an ambitious, improving authority. This will include meeting the requirements of the statutory Duty to Cooperate and negotiating, producing and agreeing statements of common ground when necessary.
15. To deputise for the Planning Policy Manager when necessary. Assist the Planning

Policy Manager to manage and lead staff to achieve high performance and effective operational delivery, including developing and improving staff capability.

16. To respond to stakeholder issues (including press enquiries, Members' enquiries, Freedom of Information Act requests, and formal complaints) in compliance with established timescales and procedures, and ensure stakeholders' expectations are managed, in the context of the design and delivery of high profile, potentially contentious, policies, strategies and programmes.
17. To work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
18. To take responsibility, relevant to the post, for ensuring that council statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environmental Policy, General Data Protection Regulations, Equalities Act (including meeting the requirements of the public sector equality duty), Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
19. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Staff Management Responsibilities

- The role is responsible for the direction, support and development of planning policy team members undertaking Local Plan review and CIL Charging workstreams.
- Management of a number of external consultants appointed to support the delivery of key policy documents.
- The post holder will be required to deputise for the Planning Policy Manager when necessary.

Budgetary Responsibilities

- The role is responsible for the effective financial management of relevant budgets, including procurement and spend associated with the Local Plan and CIL Charging Schedule, approx. £0.5m per year over a 5 year period.

Other

- The post holder should be prepared to work outside of normal hours, including attending evening meetings, and occasional weekend working.
- The job holder's decision-making authority is determined by council policy and procedures.

PERSON SPECIFICATION

<p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
<p><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></p>			
Key Knowledge	K1	Thorough up to date knowledge of all relevant planning legislation, policies and procedures.	✓A
Relevant Experience	E1	Considerable recent experience of planning policy work in a local authority setting	✓A
	E2	A proven track record of providing advice to councillors, senior officers, developers and the public on all aspects of planning policy including successful delivery of Local Plan throughout all statutory stages.	✓A
	E3	A proven track record in planning policy development, including experience of the examination process for development plan documents.	✓A
	E4	Experience of producing, commissioning and managing evidence-base studies and monitoring reports.	✓A
	E5	Experience of managing and developing staff.	✓A
Qualification	Q1	An RTPPI-recognised degree level qualification in Town Planning or equivalent	✓A
	Q2	Eligible for Membership of the Royal Town Planning Institute.	✓A

<p>Core Values and Behaviours</p>		<p>Equity</p> <ul style="list-style-type: none"> • Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter. • Ensure fairness and justice is at the heart of my decision making and support to my team and others. • Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do. • Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part • Take positive action to ensure everyone in my team has opportunities to learn and grow at work • Encourage everyone to be themselves at work and value who they are • I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals. 	
		<p>Kindness</p> <ul style="list-style-type: none"> • Treat each member of my team with respect and dignity just as I would want for myself. • Encourage each member of my team to do their very best work and am available to them to provide support and guidance. • Personalise my support to each team members and look out for them, lending a hand wherever I can • Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together • Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard • Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals. • Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth. • Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions. 	
		<p>Accountability</p> <ul style="list-style-type: none"> • I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way • I ensure my team and employees take individual and collective accountability for 	

		<p>performance and delivery, making sure that they have clear plans and performance objectives.</p> <ul style="list-style-type: none"> • I ensure my team plan ahead, getting the basics right and take swift action when problems arise • I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others. • I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track. • I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same. • I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do. • I encourage my team to learn and grow and ask questions to find the information they need to do their jobs 	
		<p>Ambition</p> <ul style="list-style-type: none"> • Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do. • Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved. • Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together • Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes • I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities. • Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries. • Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth. 	