

## JOB DESCRIPTION

<b>Job Title</b>	Head of Planning
<b>Salary Band</b>	SCP 56-60
<b>Reporting To</b>	Assistant Director of Strategy and Policy
<b>Political Restriction</b>	This post is politically restricted

### 1. Primary Purpose of the Post

To lead all activity for the Liverpool City Region Combined Authority relating to spatial planning, including the development of the Liverpool City Region Spatial Development Strategy working collaboratively with stakeholders to secure commitment and buy-in.

To provide advice to teams and services across the Combined Authority on the spatial and place-based priorities for, and implications of, decisions and investments in the short, medium, and longer-term, working closely with the Investment and Delivery Directorate.

To develop and manage the Liverpool City Region Combined Authority's role as a statutory consultee on strategic planning applications and Local Plans and working with the constituent authorities.

To develop and manage the implementation of current and any additional future planning powers arising through devolution.

### 2. Key Role Specific Responsibilities

- Responsible for producing a City Region Spatial Development Strategy including:
  - Playing a leading role in collaborating with the constituent LAs and securing buy-in to the strategy
  - The development of a robust and relevant evidence base, consultation processes and Plan documentation
  - Collaborating with other key stakeholders to ensure input into the Spatial Development Strategy
  - Leading the Examination in Public, working with the Planning Inspectorate to take the Spatial Development Strategy through to adoption
  - Developing a suite of Supplementary Planning Guidance on strategic planning themes for the City Region.
- To advise the Executive Leadership Team, Senior Leadership Team, Metro Mayor and LCRCA on significant spatial planning related policy decisions and planning matters on strategic sites, in collaboration with the CA's legal advisors.
- Responsible for leading the Combined Authority on Development Management activity, including responding to Development Management consultations on planning

applications where the constituent local authority has consulted the Combined Authority

- To lead the assessment and determination of planning applications, and connected applications, referable to the Combined Authority.
- To effectively lead the LCRCA Planning Team, ensuring cross-sector linkages between City Region Planning Policy and other areas of CA activity including economic policy, environmental policy, skills policy, etc. Work closely with the environmental policy team on the development and implementation of the City Region's Local Nature Recovery Strategy.
- To develop and maintain strong links with the CA's Investment and Delivery directorate, including the Growth Platform, helping to shape their investment programme through the lens of the Spatial Development Strategy in order to support the City Region's economic development, regeneration and growth agenda.
- Working with the Directorate's Economy, Research and Intelligence team develop a robust monitoring and reporting system for the SDS and strategic level planning across the City Region to demonstrate the value of planning at the city region level.
- To develop good working relations with local planning authorities and with key national and Government stakeholders, including the Department of Levelling Up, Housing and Communities, Office for Place, Environment Agency, Natural England, and other relevant bodies.
- To co-ordinate LCRCA responses to national spatial planning consultations
- To advise the Metro-Mayor and the CA on its role and responsibilities with regards to Planning and to undertake any work necessary to allow that advice to be provided.
- To lead on the planning policy elements of all Mayoral Development Zones, Investment Zones and Freeports allocated in the LCR
- To be responsible for the Design agenda and support the Mayoral Design Champion, particularly through the use of design review panels, as well as co-ordinating the links with the RIBA North and other national, regional and local design organisations/stakeholders.
- To effectively manage the agenda for Planning elements of the City Region Housing and Spatial Planning Board including close liaison with the CA Lead Member responsible for Planning
- To chair and ensure the effective running of the LCR Chief Planning Officers Group and other City Region Planning Officer Groups as appropriate.

### **3. General Corporate Responsibilities**

- To support the implementation of the City Region's Devolution agreement and wider strategic priorities.
- To support the development of effective city region and cross-portfolio collaboration;
- To represent and promote the work of the LCRCA and the wider LCR, locally, regionally

and nationally.

- In line with the respective role to ensure 'joined up' policy and practice across areas of the city region.
- To represent the LCRCA with customers and the Liverpool City Region public and partner organisations so as to raise the reputation of the LCRCA and promote its interests and its people.
- Working with other members of LCRCA Senior Leadership team to make open, honest and effective corporate management decisions within the LCRCA's formal governance structure
- To contribute to the preparation of business plans and take responsibility for the achievement of specific workstreams
- Provide leadership by communicating the vision and interpreting and providing direction for policies, standards and systems
- To support the Senior Leadership Team to embed a culture that places customers first, adopts a can-do approach and focuses on communities and working locally.
- To work with public and other relevant bodies to support Liverpool City Region's communities, through services and activities which address local concerns and which foster social capital and 'resilient communities'.
- To contribute to the corporate management of the strategic risks facing the LCRCA
- Promote corporate efficiency targets and initiatives;
- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise
- Promote and encourage continued improvement in service quality and efficiency.
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery.
- To develop the Combined Authority's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To manage budgets efficiently and effectively.
- To manage grant funding and ensure that the requirements of that funding are monitored and delivered

#### **4. General Managerial Level Responsibilities**

- To lead the Planning Team to develop a performance-driven culture through the accountability of allocating resources, managing risks, monitoring and review and providing leadership and inspiration to deliver service excellence.
- To share and communicate a clear understanding of the LCRCA priorities across the Planning function.
- Ensure the development, provision and analysis of high quality management information and documentation that is timely, accurate and meaningful.
- Recruit, select, appraise and develop staff in accordance with the LCRCA's policies and

procedures.

- Create a positive learning and working environment through delegation, mentoring and coaching of staff and through the identification of training and development needs.
- Support the scrutiny process established by the LCRCA.
- Encourage a culture of continuous improvement to develop an outstanding service, where value for money and best value are delivered and innovation and enterprise flourish.
- Promote strong, direct and effective communication and involvement with all stakeholders.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

## PERSON SPECIFICATION

<b>SERVICE AREA:</b>	Liverpool City Region Combined Authority Policy and Strategic Commissioning Directorate
<b>JOB TITLE:</b>	Head of Planning / Chief Planning Officer
<b>GRADE:</b>	Scp 56-60

**Note to Applicants. Essential criteria are marked with \*. All other criteria are desirable.**

	CRITERIA	METHODS OF ASSESSMENT
<b>Qualifications and Training</b>	<ol style="list-style-type: none"> <li>1. Subject relevant degree or equivalent*.</li> <li>2. Membership of a recognised and relevant professional body such as RTPI etc.*</li> <li>3. Management qualification</li> <li>4. Evidence and commitment to continuous personal and professional development.</li> </ol>	A
<b>Experience &amp; Knowledge</b>	<ol style="list-style-type: none"> <li>5. Record of achievement in a similar role, of operating in a complex policy environment, including in local and/or central government *</li> <li>6. Experience of working in a high-quality development management service.</li> <li>7. Direct experience of successfully developing planning strategies and policy and particularly in working with multiple stakeholder groups*</li> <li>8. Experience in providing Planning advice to a Local/Combined Authority and of ensuring the responsibilities of an Authority with regard Planning are being met*</li> <li>9. Experience of leading teams, providing direction and managing performance.</li> <li>10. Experience of operating effectively and</li> </ol>	A/I/P

	<b>CRITERIA</b>	<b>METHODS OF ASSESSMENT</b>
	<p>collaboratively as part of a team.</p> <p>11. Experience of building effective strategic working relationships with a wide range of stakeholders.</p> <p>12. Evidence of negotiating, influencing and giving advice to politicians, senior managers and partner organisations.*</p> <p>13. Experience of influencing Government policy and direction.</p> <p>14. An understanding of the Liverpool City Region devolution agreement, local government, central government and their roles structures and relationships especially in relation to Planning.*</p> <p>15. Detailed understanding of key government policies and the policy making/legislative process in relation to planning.*</p>	
<b>Skills/Abilities</b>	<p>16. Ability to lead, inspire and motivate others within a culture of proactive service delivery and continuous improvement.</p> <p>17. Ability to develop and maintain effective work relationships with integrity, credibility and influence with national and local politicians, officers, and other key stakeholders.</p> <p>18. Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way.</p> <p>19. Ability to deliver and lead others under pressure, prioritising work against competing demands to meet challenging deadlines.</p> <p>20. Ability to anticipate and understand the needs of the LCR CA and the city region and translate them into solutions and outcomes.*</p> <p>21. Experience and ability to build effective working relationships with a wide range of stakeholders. *</p> <p>22. Ability to negotiate, influence and give advice to politicians, senior managers and partner organisations.*</p>	A/I/P

	<b>CRITERIA</b>	<b>METHODS OF ASSESSMENT</b>
<b>Commitment</b>	<p>23. An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority.</p> <p>24. A commitment to providing a high quality customer service and ensuring service standards are met</p> <p>25. Commitment to and understanding of equal opportunities</p>	A/I
<b>Other</b>	<p>26. Knowledge of the key issues facing the City Region</p> <p>27. Flexible approach to working hours and willingness to work flexibly as and when required.</p> <p>28. Evidence of quality, time management and organisational skills</p> <p>29. Ability to attend meetings inside and outside the city region</p>	A/I

**Key to Assessment Methods:**

I - Interview P - Presentation A - Application E - Exercise T - Test AC - Assessment