

JOB DESCRIPTION FORM

Job Title: **Service Director – Growth and Regeneration (Chief Planner)**

Job Holder:

Reports to: **Adrian Chapman, Executive Director – Place and Economy**
(Name & Title)

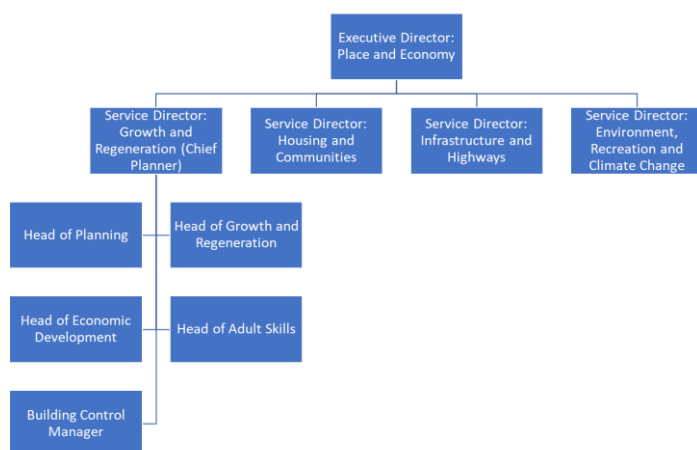
1. Job Purpose:

A Service Director of the Council and member of the Extended Leadership Team (ELT), this role takes collective and shared responsibility for the effective leadership and corporate management of the Council's services and delivery of improved outcomes and the achievement of value for money.

Acting as a professional lead on all matters within their portfolio of responsibility, the post is responsible for a range of Council services that includes, but is not limited to:

- Fulfilling the role of Chief Planner
- Planning Services
- Building Control
- Housing Strategy and Development
- Growth and Regeneration
- Economic Development
- Adult Skills, including City College Peterborough

2. Organisation:



3. Leadership and collaboration:

Provide clear, compelling, and inspiring leadership to the Council contributing to the delivery of the Council's purpose and strategic priorities, communicating a clear vision and purpose to positively engage others, internally and externally.

Effectively contribute to the development and delivery of the Council's Corporate Strategy, Medium Term Financial Strategy and Workforce Plan. Actively understand the challenges faced by colleagues across the organisation to be able to support all ELT colleagues to deliver their objectives as well as those of the whole council.

Create a high-performance culture by providing strong and motivational leadership to drive continuous improvement, efficiency savings and higher levels of satisfaction for residents of the County. Actively promote the council's priorities and ways of working and the Council's values and behaviours to ensure they are delivered throughout the organisation.

Role model and take responsibility for ensuring an effective approach to corporate parenting and safeguarding of vulnerable people is embedded in areas of responsibility. Develop and implement effective communication and engagement arrangements with service users, stakeholders, communities, and partnership agencies to facilitate effective relationships that drive improvements in service delivery.

Actively develop and maintain strong and strategic relationships with key external stakeholders in the public, private and community and voluntary sectors, to optimise opportunities for delivering services in partnership wherever this would generate improved outcomes, effectiveness, or efficiency.

Ensure that the Council is able to specifically influence, work with and achieve collaborative benefits and investments, in partnership with the Cambridgeshire and Peterborough Combined Authority, NHS Cambridgeshire and Peterborough Integrated Care System and the Greater Cambridge Partnership and District and City Councils.

As a Senior Responsible Officer (SRO) or Sponsor of major programmes and projects of change and delivery, ensuring effective programme and project management approaches are applied, ensuring delivery to time, budget, and plan, managing risks and issues dynamically and ensuring benefits planned are realised.

4. Governance:

Fully understand and uphold the Constitution, Scheme of Financial Delegation and Contract Procedure Rules of the Council and ensure that they are followed throughout the directorate as well as that effective strategy, policy and resource considerations are at the heart of decision making so that services are delivered as efficiently and effectively as possible.

Support the democratic process, providing advice to elected members on the appropriate response to local, regional, national, and international matters as well as the internal business of the Council.

Champion and lead risk effective management of risk and the active response to audit findings in relation to service delivery and be jointly accountable with others in CLT for the corporate risk register and corporate risk framework of the Council.

Ensures the Council fulfils its duties in relation to standards, complaints, and scrutiny, to maintains an open culture of transparency, accountability, and ownership, taking responsibility for mistakes, putting them right and learning lessons for future improvement.

Act to protect and improve the overall reputation of the Council, representing the Council at appropriate local, regional, and national forums and in the media, as required.

To promote, preserve and protect the health, safety and wellbeing of councillors, employees, service users, contractors, and partners in the provision of Council services, ensuring that the provisions of all relevant legislation are achieved, such as the Health and Safety at Work Act 1974.

5. Innovation:

Champion innovation by being open minded to new and radical ways to deliver services, actively seeking out good practice from others to learn from to develop our own service design and delivery.

Promote a culture of continuous improvement by encouraging colleagues to share ideas, take appropriate risks, and recognising innovation.

Champion and embed a performance and quality assurance culture that delivers results through rigorous open challenge, personal accountability, and continuous improvement.

6 Equality, Diversity, and Inclusion:

Promote an organisational culture that is positive, safe, respectful, and compassionate, as well as open to change and feedback enabling everyone to feel empowered and valued.

Act at all times in ways that create an inclusive environment where people can thrive and be empowered to do their best. Role model good behaviour and practice and proactively seek ways to ensure staff feel valued and develop a sense of belonging.

Demonstrate awareness of the diverse needs of our residents to inform the decisions made about the services we deliver and ensuring a robust approach to equality impact assessments and their application to employment, service delivery and policy development.

7. Finance:

The post holder is directly responsible for a gross revenue budget of £12m, and a capital budget of at least £50m annually. In addition, the post holder leads the multi-million-pound regeneration programme for the city.

The post holder will:

- continually review and reshape service delivery to achieve financial efficiencies and maximise opportunities for income generation, whilst maintaining the highest standards of service delivery
- ensure the effective management and deployment of all appropriate budgets in line with agreed financial processes, envelopes, and savings, including contract budgets for people services and pooled budgets where appropriate.

8 Staff:

The postholder will be responsible for a workforce of approximately 300.

9. Principle areas of accountability:

- Fulfil the role of Chief Planner, contributing to the placemaking and place leadership visionary work that is essential for successful growth and regeneration (homes, jobs, infrastructure).
- Act as the strategic lead on all departmental issues, including growth and regeneration, economic development, planning, building control, housing strategy, adult skills, commissioning and delivering innovative and high-quality services.
- Act as Chief Planner and principal policy advisor to the Executive Director, providing clear and objective advice on matters of policy including the development / implementation of appropriate strategies to meet the Councils' statutory obligations.
- Ensure that policies and service delivery reflect the very different economic geographies and evidenced needs of communities across Peterborough, and advise other services across the council, and our partners, on the same.
- Take responsibility and provide leadership for the delivery of economic growth across Peterborough, advising the Executive Director and Members, and working closely with the Combined Authority, ensuring that policy, operational and commissioned service delivery maximises development and investment opportunities.
- Lead growth and regeneration programmes and projects, including those funded by Government or other external grants.
- Lead engagement activity with investors, developers, businesses, and employers in order to increase inward investment in Peterborough linked to our growth and regeneration strategies.
- Maximise income from Section 106 agreements, Community Infrastructure Levy, and external grants to deliver new infrastructure.
- Actively engage in partnership working at regional, national, and international level to raise Peterborough's profile and draw down funding.
- Provide inspirational leadership to a diverse, multidisciplinary workforce, driving customer focused service delivery, embedding a culture of change, continuous improvement, common professional standards and excellent people engagement and management, and ensuring that the Council meets its statutory obligations in relation to all aspects of equalities legislation.
- Lead or actively contribute to relevant partnerships and boards that ensure effective collaboration and delivery, that maximise opportunities for cross-agency collaboration and problem-solving, and that inform and respond to commissioning requirements and decisions.
- Ensure that the voice of individuals, households and communities is heard at every level within the organisation and within partnership arrangements.
- Actively encourage innovation and creativity across the services managed and commissioned, pushing boundaries to improve efficiency, provide value for money and achieve new ways of working.

10. Areas of responsibility:

The post holder will be responsible for the following service areas:

- Growth and Regeneration, including attracting and securing external investment, and leading the delivery of complex programmes and projects
- Planning, including development management, planning policy, and natural and historic management
- Building Control
- Housing Strategy, including the development and delivery of a housing delivery pipeline
- Economic Development, including the development and delivery of an economic development strategy and a visitor economy strategy
- Adult Skills
- City College Peterborough

11. Key relationships:

- 1:1 meeting monthly with Executive Director
- Extended Leadership Team meetings
- Directorate Management Team meetings
- Regular meetings with relevant Cabinet Members and Opposition Portfolio Holders
- Relevant meetings with ward councillors
- Annual performance conversation and mid-year review
- Regular e-mail, telephone and personal contact and ad hoc meetings as required

Direct reports

- 1:1 meeting monthly
- Service management team meeting fortnightly
- Regular e-mail, telephone, personal contact, and ad hoc meetings as required

Other contacts

- Frequent contact with support, enabling, and advisory services across the council, including property, legal, finance, communications, procurement, and democratic services
- Frequent contact from elected members, including out of normal working hours
- Frequent requests for advice on a range of issues from officers across the Council (including outside normal working hours where necessary)
- Regular contact with CLT/ELT colleagues (at least 2 or 3 times a week) to support their service delivery and strategic issues
- Attendance at Cabinet Policy Forums, Group Leaders and other meetings requested by the Executive Director
- Attendance at Cabinet and Scrutiny Committee meetings requested by the Executive Director

- Regular contact with a range of regional and government officers, in relation to national strategic developments, performance assessment, and inspection and regulatory functions
- Occasional contact with MPs on issues affecting them or their constituents
- Representing the authority at external local and national events
- Contact with statutory, independent, voluntary, and private sector organisations

12. Decision Making Authority:

This post:

- Takes all operational decisions relating to the business and statutory framework of the department, ensuring the Executive Director is kept informed of high-profile matters on a need-to-know basis.
- Informs and/or consults the Executive Director about all politically sensitive and complex matters relating to the business of the department.
- Takes responsibility for the development of strategic business and financial plans for their department in the context of a collaborative corporate and departmental planning framework.
- Takes responsibility for the financial leadership of their department within the overall budget directorate and corporate standing orders and financial regulations.
- Makes recommendations to the Executive Director in relation to strategic policy and planning of the department, recommending priorities, and developing plans in response to those priorities.
- Contributes to the strategic development of the department as a member of the senior management team.

13. Person Specification:

Essential qualification:

- Qualified to degree level or equivalent by experience.
- Evidence of continuous professional and leadership skills development.

Desirable qualification:

- Professional qualification relevant to the role.

Knowledge / Experience:

Significant and successful experience of:

- Working at a senior level within a large and complex organisation with comparable scope, responsibilities, budget, and resources.
- Providing balanced strategic advice and guidance in a political setting.
- Leading the delivery of public services with competing priorities and demands often outside of the Council's direct control.
- Leading transformational change and creating innovative service models, particularly in response to the demands of an organisation that is undergoing a

radical transformation and modernisation.

- Delivering complex projects on time and within budget and outcomes.
- Leading and contributing to strategic decision making, resource allocation and to policy formulation and delivery, adopting a problem-solving culture.
- Delivering creative and innovative solutions to improve the use of resources and achieve value for money across an organisation.
- Establishing a strong performance culture including effective performance measures, evaluation of service quality and the improvement of service delivery to achieve the Council's objectives.
- Leading, managing and developing employees to sustain high levels of service delivery, recognising, and developing talent.
- Developing and nurturing positive and constructive working relationships with a wide range of customers, stakeholders, and partners, maintaining a positive personal and organisational profile.

Role specific:

- Leading the development and delivery of large-scale growth and regeneration portfolios, programme, projects, and schemes.
- Planning legislation, policy, and practice.
- Housing strategy and development, including the delivery of housing schemes across multiple tenures.
- Financial investment models, including experience in securing external investment for major projects.
- Strategic skills landscape, including the role of adult skills in the context of economic growth.
- Developing and delivering city or visitor strategies.
- Engagement with government and other public sector bodies in order to agree priorities, secure investment, and deliver agreed priorities.
- Engagement with investors and employers leading to positive inward investment outcomes.

Skills:

Ability to demonstrate:

- A comprehensive understanding of the current issues and challenges facing local government as well as the statutory framework governing the sector.
- Skills in understanding and responding to different perspectives and taking a cross-organisational approach, gained by working in a political or similarly challenging environment.
- Business acumen and an entrepreneurial mindset to lead the strategic delivery of services and maintain a focus on obtaining best value for money at all times balanced, against the difficult and sensitive challenges faced.
- Ability to lead, develop and sustain effective team, partnership and multi-agency working through strong effective advocacy, influencing, and negotiating skills.
- Skills to provide creative solutions to complex problems together with high level analytical, presentational and communication skills.
- Ability to establish and sustain positive relationships that generate confidence, ability, and trust.
- Highly developed influencing and negotiation skills to operate at a strategic

professional and political level, locally and nationally.

- Understanding of the barriers to organisational and cultural change and the commitment to being a catalyst for change.
- Ability to analyse a vast evidence base and craft compelling and deliverable strategies and plans that key stakeholders buy into.

Personal Effectiveness:

Ability to demonstrate:

- A clear and strong personal commitment to equality, diversity and inclusion and a track record of developing inclusive services and leading by example.
- Evidence of leading people and services to recognise, respect and value individual needs to achieve a culture of inclusivity.
- Evidence of operating effectively and openly within the democratic process with the political acumen and skills to develop productive working relationships with Councillors that command respect, trust, and confidence.
- Personal and professional credibility which commands the confidence of elected members, senior managers, staff, external partners, and external stakeholders.
- Leadership by example with a style that empowers others and is open to question and challenge as well as a commitment to continuous self-improvement.
- A commitment to and evidence of successful strategies in managing personal resilience and wellbeing at a leadership level and promoting positive leadership practice, role modelling these behaviours for others.
- Evidence of planning for the future delivery of services, including effective workforce planning for future challenges.

14. Additional Information:

Political Restriction

This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside work.

Context to Role:

Operating

- The role is about the leadership, commissioning, and management of a wide range of services and diverse partnerships.
- The post holder will need to promote, develop, lead, and manage effective partnership working and strategic alliances with internal and external stakeholders including authorities, partner organisations and other agencies in order to achieve continuous improvement in the provision of services and input into policy developments.

Environment

- The role regularly interacts with partners, commercial providers, businesses, developers and investors, district, town and parish councils, community groups,

interest groups, and strategic leaders across the public and voluntary sectors, locally, nationally, and internationally.

- The post holder will need to operate in a political environment with a number of political groups across the Council, being aware of and taking into account political considerations when giving advice yet remaining politically neutral at all times.
- The role operates in an ever-changing environment. The post holder will need to develop relationships with the Combined Authority and deliver a model for the Council's ongoing involvement in their work.

Framework

- The role is governed by an extensive set of regulations, policies, procedures, and systems. It includes management and leadership of the statutory roles of the Council which are governed by primary legislation, as are many other functions that fall within the remit of this post. The role is further governed by health and safety legislation, contract and financial management regulations, relevant inspection frameworks (including Ofsted), and the Council's constitution.
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