

LONDON BOROUGH OF LAMBETH

JOB DESCRIPTION

Job Title:	Deputy Strategic Applications Manager
Department:	Sustainable Growth and Opportunity (SGO)
Division:	Planning, Transport and Sustainability
Business Unit:	Development Management
Grade:	PO7
Reporting to:	Head of Strategic Applications
Responsible for:	Part of a team of Principal Planning Officer/s, Senior Planner/s, Planner/s and Business Liaison Officer

Main Purpose

To assist the lead Planning Officer in the management of strategic planning applications and Planning Performance Agreements (PPA) in the borough, as well as Council led applications, to ensure a co-ordinated approach to planning, development, inward investment, economic sustainability and regeneration. To assist with ensuring resources are available to deliver against agreed targets and milestones, whilst recognising the wider context in which strategic proposals have to be considered, in order to deliver the Council's inclusive growth agenda.

To manage part of a team of Principal, Senior, and Planning Officers and, with the Head of Strategic Applications, to liaise with the Assistant Director Development Management & Enforcement and Area Team Managers in order to secure additional officer support from the area teams through matrix working.

To lead on, negotiate and manage complex agreements; commission and client professional services and manage the risk to the council; external stakeholder engagement. Liaise with the Head of Strategic Applications to work with the Head of Operations & Innovation in respect of the PPA business to ensure maximising of income generation and solid financial management and cost recovery systems are in place to deliver economic sustainability. To take personal responsibility for the programme management of any significant Council development programmes or projects.

To provide guidance to key strategic decision-makers and make a full contribution to the achievement of relevant planning performance targets and wider corporate outcomes, including projects of importance to the council which are directly linked to the Borough Plan, the SGO Business Plan and delivery of inclusive growth.

Principal Accountabilities

1. To assist with leading the development, and managing the delivery, of a comprehensive strategic planning applications programme, utilising PPAs and other income generating mechanisms, consistent with the council's wider Borough Plan objectives.
2. To assist the Head of Strategic Applications in liaising with the Assistant Director Development Management & Enforcement and the Area Team Managers, as required, in leading and coordinating on a range of strategic planning applications, as well as council led projects (of all sizes), complex PPAs, development proposals or projects across the borough. This includes leading on negotiations (with applicants/prospective developers and representatives of other parts of the Council), carrying out research and preparing and presenting all types of reports to senior stakeholders (including councillors and at council meetings).
3. To assist with the project management and the allocation of agreements to a team, ensuring that cases are handled within target and compulsory timescales and within the financial parameters set by each agreement.
4. To assist the Head of Strategic Applications in liaising with the Head of Operations & Innovation (in particular in relation to PPAs) to ensure that systems are in place to maximise income generation in line with relevant legislation and solid financial processes are in place for reporting as needed.
5. To be responsible for negotiating complex S106 legal agreements and other funding agreements contributing to the multi-million-pound income for the authority. To liaise with the Head of Strategic Applications in dealing with legal challenges to the High Court and council decisions where appropriate.
6. To contribute towards the preparation of planning and site briefs for major development sites of strategic importance to the council, as required, and act as a thematic lead for areas of strategic interest for the council.
7. To take responsibility for providing borough-wide strategic development management advice and information, establishing close working relationships with Sustainable Growth and Opportunity colleagues, and other key internal and external stakeholders, to deliver corporate objectives through the planning process. This will include public, private, voluntary and community sectors as required.
8. To contribute to the development of a strategic planning function including the review of the London Plan, local planning policy documents and the formulation of new strategic policies and site proposals to promote the council's regeneration framework and to provide an integrated approach to planning, regeneration and development issues.
9. To contribute to the review and preparation of the Local Plan (or successor documents) as required, and to help formulate new policies, guidance and formal responses to consultations.
10. To produce professional advice, briefing information, and reports on significantly complex and/or contentious planning applications and pre-applications, including significant and important council-led applications, development proposals and policy issues to appropriate individuals and bodies at all levels of the council's governance arrangements (including Cabinet, Councillors, Growth Board, Growth & Investment Panel, and Planning Applications Committee) and to external organisations as required.

11. To provide authorisation / final clearance of the full range of development management processes including consultation arrangements, delegated and committee reports.
12. To ensure robust and inclusive community engagement, provide advice and assistance to the public and other customers as and when necessary, and represent the Planning Service at public meetings and site visits to discuss development proposals.
13. To represent the Council by preparing and presenting expert and professional evidence at public inquiries, informal hearings and in court for the full range of applications.
14. To represent the Council at various external working groups at a local, regional and national level where appropriate (eg London Borough's Viability Group).
15. To maintain a thorough up-to-date knowledge of relevant law, policies, working practices and procedures.
16. To ensure that Members' Enquiries, Chief Executive's correspondence and formal complaints are appropriately responded to in compliance with established timescales and procedures.
17. To scope, commission and project manage consultants to deliver projects / work programmes, including the management of allocated budgets.
18. To deputise for the Assistant Director Development Management & Enforcement and Director of Planning, Transport and Sustainability when required, provide them with necessary support and advice across cases / projects. To advise the Chief Executive, Strategic Directors, Directors and other chief officers, senior members and external contacts on the full range of matters relating to development management issues and all types of strategic and complex applications.
19. To assist with the planning, programming and prioritisation of work/projects and actively contribute to the day-to-day management of the team, including providing advice, guidance, training and supervision to team members and developing and co-ordinating specific programmes and activities within the team, as agreed with the Head of Strategic Applications.
20. To ensure direct reports are managed effectively including appraisals, identifying training needs, and that all issues affecting team performance and individual welfare are identified and acted on. To provide direction, support and development of part of a team (including professional services consultants where appointed).
21. To liaise with the Assistant Director Development Management & Enforcement and Area Team Managers, as required, to secure additional officer resources through a matrix management process, to support the delivery of the main service areas.
22. The post holder may be required to manage staff and lead consultants commissioned in relation to specific projects, appropriate to the level of the grade.
23. To act as Presenting or Presiding Officer at the Council's Planning Applications Committee as required.
24. At all times to carry out the responsibilities of the post with due regard to the council's policies regarding Equal Opportunities, Diversity, Health and Safety and Data Protection Acts.
25. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

26. To assist the Head of Strategic Applications with his/her responsibility for any relevant budgets including procurement and income such as Planning Performance Agreements and any necessary work with the Head of Operations & Innovation to ensure effective financial management including cost recovery.
27. The post holder should be prepared to work outside of normal hours, including attending evening meetings, and occasional weekend working.
28. The post holder's decision-making authority is determined by council policy and procedures.
29. To work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary and cross-organisational groups and task teams. To carry out any other similar or related duties commensurate with the post

LONDON BOROUGH OF LAMBETH Job Specification

Deputy Head of Strategic Applications (Development Management) PO7

It is a requirement that in your written supporting statement you give evidence or examples of your proven experience for essential criteria.

You should expect that all essential criteria listed below will be assessed as part of the interview and assessment process should you be shortlisted.

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 a "Tick" (✓) on the person specification when you complete the application form.

Disability Confident is a scheme that is designed to help you recruit and retain disabled people and people with health conditions for their skills and talent. If the candidate meets all the essential role criteria – a guaranteed interview should be undertaken.



For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.

Qualification	Q1	An RTPI-recognised degree level qualification in Town Planning or equivalent	A ✓
	Q2	Eligible for Membership of the Royal Town Planning Institute	
Key Knowledge	K1	Thorough knowledge of all relevant planning legislation, policies and procedures.	
	K2	Knowledge and awareness of current issues and developments affecting planning, growth, urban regeneration and local government in London.	A ✓
	K3	Strong knowledge of project and programme management methodologies such as PRINCE2 and Managing Successful Programmes (MSP) and Agile methodologies	

Relevant Experience	E1	Extensive experience of Town Planning work, including significant experience of development management work with responsibility for management of a team of planning officers dealing with strategic planning proposals and related matters, including Planning Performance Agreements.	A ✓
	E2	Experience of providing advice to councillors, senior officers, developers and the public on all aspects of strategic planning proposals and related matters.	A ✓
	E3	Experience of working with and providing advice to appropriate individuals and bodies at all levels of the council's governance arrangements who interact with the planning system.	
	E4	Experience of negotiating planning obligations in respect of complex development proposals with internal stakeholders and developers and other external parties including partners, and resolving conflicts.	A ✓
	E6	Experience of dealing with all types of planning appeal, including giving evidence at public inquiries	A ✓
	E7	Experience of work at a high level of advocacy and sensitivity in dealing with contentious information, combined with a particular awareness of political sensitivities.	
	E8	Direct management and development of staff and clienting of project consultants in the delivery of projects / programmes	
	E9	Stakeholder and partnership management within the public sector or similar environment, building support and maintaining a high level of commitment through communications and effective influencing skills.	A ✓

Core behaviours		
	<p>Focuses on People Is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. It's about ensuring we have the right processes in place.</p>	A ✓
	<p>Takes Ownership Is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.</p>	
	<p>Works Collaboratively Is about helping each other, developing relationships and understanding other people's roles. It's about working together with colleagues, partners and customers to earn their respect and get the best results.</p>	
	<p>Communicates Effectively Is about how we talk, write and engage with others. It's about using simple, clear and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.</p>	
	<p>Focuses on Results Is about ambition and achievement. It's about orienting ourselves towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better.</p>	

Market Supplement Payment Criteria for Planning, Building Control and Transport Professional Officers

1. Background

Following sustained difficulties in recruiting and retaining planning and building control professional officers, a market supplement payment scheme was developed. The scheme was introduced in May 2016 and has the following key features:

- a. To introduce a market supplement of 7% for Development Management, Strategy Planning and Policy, Building Control and Transport professional officers defined by a set of rules or criteria.
- b. To allow the scheme to be withdrawn by giving three months' notice to staff and for variation of the rates of additional pay after a notification period of ten days.

The detailed scheme set out below has been developed in consultation with the Council's Human Resource and Legal teams.

2. Description of Scheme

The scheme provides for a market supplement payment of 7% of basic salary to be paid with each month's salary (20% for the Head of Building Control post only).

The market supplement payment is not a contractual entitlement.

The scheme will commence on 1 May 2016 and staff in a qualifying post will receive the payment from that date. The first payment is due with that month's salary in the middle of that month, but will be backdated if necessary.

3. Awarding criteria

The market supplement payment will be paid to staff in accordance with the following criteria:

- Market supplement payments are only applicable to posts that have been identified as eligible to receive the market supplement payment.
- Both full-time and part-time staff with a contract of employment are eligible for the payment.
- Staff who take up an eligible post after the start of a month are eligible for a pro-rata payment from their start date, in post, with their first month's salary.
- If staff are promoted or seconded to another post eligible for the supplement then the payment will be awarded on a pro-rata basis.
- Where staff are promoted from a post identified as eligible for the supplement to one which is not, payment will be pro-rated for their time in the qualifying post.

4. Evaluation

The Planning, Transport and Development team will keep the need and financial viability of the market supplement scheme under regular review and may:

- Withdraw or suspend the scheme by giving three months' notice to staff.
- Vary the rate of the market supplement payment after a notification period of ten days.

The market supplement payment scheme and detailed scheme criteria should be fully evaluated and reviewed every two years by the Human Resources team through the assessment of the market in relation to the eligible posts and the scheme's success over the preceding period.