

Role Profile

Appendices 1B & 1C



With an emphasis on strong leadership this role operates within the context of the Best Council Plan and the City's broader strategic objectives. People in roles at this level support the Director in setting the purpose and strategic direction of the directorate and for the delivery of statutory obligations, functions and services, as appropriate.

The Chief Officer is responsible and accountable for the leadership and management of a service, or range of services and functions, and for creating a culture of excellence in service delivery and continuous improvement that focusses on maximising resources and delivers agreed outcomes and objectives in accordance with the values, vision and service priorities.

As part of the directorate leadership team, you will live and model values and behaviours to help the council to achieve the ambition to become the best city council.

Aspect - For roles at this level, you must be able to show you ...	Outcome The result when all aspects are applied effectively
<p>Know – Professionally accredited or with the equivalent extensive in depth and relevant expertise and significant knowledge gained through substantial managerial/practical experience</p> <p>Extensive knowledge of local, regional and national issues and a thorough understanding of the economic, business, cultural and political environment within the city and region that influence and impact upon council strategy, statutory provision, policy and practice.</p>	<p>You use your knowledge and significant experience to provide credible and trusted professional advice to the Leadership team, members, senior managers and partner organisations.</p> <p>Your knowledge of existing and emerging legislation means that you anticipate issues and financial challenges and create an environment of constructive challenge.</p>
<p>Leadership & strategic planning – lead the strategic and operational planning of the service(s), setting and delivering change and transformational goals, ensuring there are agreed strategies and policies in place for the delivery and performance monitoring of service objectives, targets and outcomes.</p> <p>Provide leadership and direction; cultivating strong relationships and effective joint working within the Council, with politicians, partners and stakeholders across the city, region and nationally to support the delivery of transformational change that results in high quality/high value effective services.</p>	<p>You demonstrate visible and supportive leadership and create open, honest and trusted relationships that empower, enable, motivate and promote a high performing workforce. Service and business plans are developed, communicated and cascaded and there is evidence of excellent service performance where targets and objectives are met.</p> <p>You give direction to changing programmes and priorities where the team and service leads work together to challenge existing ways of working to deliver better outcomes for citizens, customers and communities</p>
<p>Collaboration & innovation – Understanding, sensitivity and experience of working successfully within a political context and governance framework having confidence and perspective to facilitate open and honest relationships with elected members</p>	<p>Your experience of productive collaborative working at senior leadership level, ensures that organisational developments remain focused on delivering improved outcomes for customers and citizens within the city and region</p>

<p>Develop opportunities for partnership working both within and outside the council and lead a culture of innovation and enterprise across services. Working with multi agency teams to build services and deliver outcomes that are sustainable, flexible and adaptable and that ensure all legal, professional and statutory functions are met</p>	<p>You demonstrate clear passion in promoting Leeds as a major centre, on the national and international stage, and develop trust with an engaging, collaborative and inclusive way of working</p>
<p>Problem solving & decision making – identify opportunities, initiate and develop strategic plans and projects and deliver solution focused outcomes across a diverse range of related and unrelated issues.</p> <p>Influence a high performance culture across the service and are accountable for the achievement of service performance, outcomes, targets and objectives that provide continuous improvement and challenge within approved budgets.</p> <p>Lead consultation, engagement and communication of wide ranging and complex issues and influence, negotiate and establish credibility for services in order to deliver the strategic direction of the council and city priorities.</p>	<p>You anticipate emerging issues and changing context, and use high levels of creativity both in problem solving, idea generation and in seeking out and disseminating successful practice. Strategies and policies that effectively deal with diverse, complex and highly sensitive situations are developed.</p> <p>Using a coaching style you create a culture of high performance where strategic outcomes and plans are translated into clear objectives. You provide strategic advice, critical challenge and moderation in relation to all aspects of the service.</p> <p>There is evidence of your success in delivering service improvements and that you manage and transform performance to achieve outcomes and objectives within agreed boundaries</p>
<p>Deliver – Plan and direct/sponsor significant strategic programmes, projects and initiatives and commission services for and on behalf of the council and across the region; working in partnership with customers, citizens and communities to deliver better outcomes and, make a difference to local people</p> <p>Ensure that there is capacity to respond positively to change, traditional thinking is challenged and innovative solutions are pursued within service responsibility. Provide leadership and direction that ensures the delivery of timely and appropriate services to customers</p>	<p>Through major change/complex multi-disciplinary programmes you provide directional and operational control ensuring the resources to deliver are secured and that projects and programmes have clear and assigned accountabilities to meet objectives.</p> <p>You demonstrate high levels of creativity in problem solving, idea generation and seeking out and disseminating successful practice, in order to effectively deal with diverse, complex and highly sensitive situations.</p>
<p>Resource management – Support a culture of excellence in service delivery, continuous improvement and a focus on transformational goals and outcomes which maximises the use of resources and actively promotes the council's values, supports adaptable ways of working and creates strong flexible teams</p> <p>Responsibility for the direction and control of a significant budget, the financial integrity of the service and accountable for directing and implementing comprehensive risk management programmes and resources across the service(s).</p>	<p>There is an environment of constructive challenge where the team and service leads work together to challenge existing ways of working to deliver better or equivalent outcomes for reduced costs</p> <p>The service is delivered within budget; value for money is maximised, and operational, regulatory, statutory and financial risk is managed and monitored in compliance with council requirements and with Local Government and national working practices.</p>

<u>Job title:</u> Chief Planning Officer	<u>Date:</u> 16.01.19	<u>Ref:</u>BA
<u>Job Purpose</u>		
<p>Working as part of the City Development Directorate leadership team, you will live and model values and behaviours to help us to achieve our ambition to become the best city council in the country. You will be a fundamental player in shaping the future development of one of Britain's' fastest growing and dynamic cities. Whilst strong technical leadership is required a vision and ability to deliver sustainable growth in a big city context is absolutely essential.</p> <p>The Chief Planning Officer will be strategically and operationally responsible for the Council's planning functions and the delivery of agreed outcomes, targets and objectives as determined by the Best Council Plan. This will be done through:</p> <ul style="list-style-type: none"> • The effective leadership and management of the Council's planning functions to meet the needs of the city's residents and broader stakeholders; • Creating a culture of excellence in service delivery, continuous improvement and a focus on outcomes which maximises the use of resources and actively promotes the council's values and behaviours; • Taking responsibility, through delegated authority arrangements, for relevant statutory planning related matters: working closely with elected members to achieve this; • Working across the council and with partners to ensure the delivery of strategic outcomes and objectives; • Influencing and contributing to the wider issue of strategy development and prioritisation for both the city and the City Council. 		
<u>Key Requirements</u>		
Part 1: Qualifications and Experience <ol style="list-style-type: none"> 1. Degree level qualification or equivalent which allows for Corporate Membership of the RTPI. 2. Experience of leading and managing the Planning function in a major public sector or private sector organisation which include: Development Management, Planning Enforcement, Building Control, Minerals and Waste Planning, Urban Design, Landscape, Neighbourhood Planning and Planning Policy, ensuring the delivery and improvement of services that meet the needs of our citizens and stakeholders. 3. A proven track record of successful management of senior teams of diverse professionals and the achievement of performance targets and corporate objectives in a complex environment. 4. Extensive successful experience of exercising sound judgement and providing clear advice in a political environment at cabinet or equivalent level. 5. Experience of successful management of large-scale change programmes which reflect service needs, provide value for money, and maintain quality. 6. Successful experience in a multi-agency environment in developing high quality collaborative internal and external relationships and partnerships across diverse stakeholders to deliver cross sector projects and meet organisational objectives. 7. Evidence of leading, shaping and influencing innovative and commercially astute practice to maximise opportunities while realising efficiencies. 8. Experience of developing and managing a transparent framework for compliance with national, regional and local planning, legislation and policy requirements. 9. Experience of representing an organisation on a range of planning related matters at regional and national 		

level.

10. Demonstrate experience and commitment to the engagement of relevant citizens, customers, communities and stakeholders in decision making processes.

Part 2: Knowledge, Skills and Abilities

1. To ensure that the Council meets and complies with all statutory and legal planning requirements, ensuring appropriate plans, policies and resources are in place to respond to those needs including monitoring and evaluation arrangements.
2. Ability to provide visible and supportive leadership, which empowers, enables and develops managers and staff to achieve results.
3. Understanding of the legal, financial and political workings of local government and current best practice on tackling the kind of challenges that face local government services
4. Ability to maximise contribution by having a broader outlook than their own profession and develop practical and creative solutions to service and corporate problems.
5. Ability to shape solutions to complex and sensitive planning proposals.
6. Highly developed influencing skills; able to create and shape strategic alliances to benefit the Leeds City Region.
7. Excellent communication skills with the ability to influence, negotiate and establish credibility for the Council and the service, to enhance its reputation and to form positive partnerships and relationships.
8. Ability to build strong and dynamic relationships with politicians, partners, stakeholders, communities and external agencies in order to create and enhance the city's profile and reputation.
9. Lead by example, fostering effective joint working within the Council and across the City and provide direction and support to immediate line reports, creating an organisational culture of shared accountabilities, support and learning and continuous improvement.
10. Manage all aspects of risk and be accountable for the safety of the general public, staff, service users and contractors in accordance with all statutory obligations and relevant health and safety policies.

LCC Values

Working as a Team for Leeds	<ul style="list-style-type: none">• Provide leadership and team working skills including the ability to work with and through others, implements corporate decisions with energy and vigour promoting a 'high performing' 'can do' attitude within a coaching style.• Developing the Council's relationships with the private sector, working with and through others, across the council and partnerships to ensure the delivery of all relevant strategic outcomes and objectives.
Being Open, Honest & Trusted	<ul style="list-style-type: none">• Ensure citizens, council members, trade union representatives and key external stakeholders e.g. private sector are provided with all relevant information to ensure meaningful engagement and consultation in order to make decisions.• Learn from mistakes and seek to promote continuous improvement and best practice.• Creating a culture of excellence in service delivery, continuous improvement and a focus on outcomes which maximises the use of resources and actively promotes the council's values.
Working with Communities	<ul style="list-style-type: none">• Work effectively with a variety of partner organisations to deliver outcomes; communicate and involve stakeholders and the wider community in new developments to encourage ownership and commitment.• Increase the levels and quality of employment across the city, support the sustainable growth of the Leeds economy, and enhance the skill level of

	the workforce across the entire city to fulfil individual and economic potential.
Treating People Fairly	<ul style="list-style-type: none"> Recognise that everyone has an equally important part to play and values the diverse and vibrant nature of the city and all its citizens
Spending Money Wisely	<ul style="list-style-type: none"> Lead, direct and manage a range of budgets and resources made available, ensuring that resources are deployed to best effect; provide value for money and are well monitored and controlled Increase innovation and entrepreneurial activity across the city
<u>Working Context</u>	
<ul style="list-style-type: none"> The role is primarily office based but post holders are expected to work flexibly both at home and at various locations across the City and region. Hours are worked mainly Monday to Friday, in accordance with the needs of the service; however the post holder will be expected to work regularly outside normal working hours, including attendance at evening / weekend meetings or events. 	
The role profile and specification are an outline only and may vary from time to time without changing the character of the job or level of responsibility	