



## Job Description

**JOB TITLE:** Head of Service - Development and Construction

**REPORTS TO:** Director – Growth & Regeneration

### Job Purpose

To be accountable for the delivery of development and construction services, including:

- The Council's statutory roles of Local Planning Authority and Building Control Authority.
- The management of council staff and commissioning of services and projects.

To have overall responsibility for leading the service in developing, negotiating and performance managing internal and external stakeholders, ensuring that services are delivered and procured within budget, local and national policies, and legislation.

To maximise inward investment and funding towards new infrastructure in Peterborough through the proactive leadership of the service and negotiation with investors, to maximise the delivery of new homes and employment opportunities for Peterborough citizens.

To ensure that new development and the growth of Peterborough result in high quality physical and natural places that improve social, environmental and economic outcomes.

To maximize income to the Council through leading the commercial trading of services to partner organisations, including other local authorities.

To be a fully participating member of the Directorate Management Team, driving strategy and performance and championing the delivery of the Directorate vision with all stakeholders.

Play a key role in the development of the Directorate business plan, providing expert input, recommending the most effective models of service delivery, including where necessary service re-design.

### Organisation

The post reports to the Director of Growth and Regeneration.

### Areas of responsibility

The Head of Service of Development and Construction is responsible for leading and managing teams that deliver the following work streams:

- Planning application and appeal services
- Minerals and waste planning
- Building regulations services

- Development compliance and enforcement services
- Development viability assessment and implementation of the Community Infrastructure Levy
- Maximising income and community benefit through 'planning gain'
- Principal advisor to the Planning Committee
- Securing and delivering the commercial trading of services to partner organisations, including other local authorities

### **Financial responsibility**

The Head of Service of Development and Construction is responsible for a wide range of demand-led budgets that total approximately £2.75m per year, as well as negotiating developer contributions to the Council from new development totalling over £5m per year.

### **Staff**

Responsible for 4 direct reports with the staffing numbers totalling 40.

### **Principal Accountabilities / Responsibilities**

- Ensure the services managed have clear strategic direction with coherence between functions and responsibilities, established through service and organisational plans and within the resources allocated with the aim of achieving business objectives, enabling transformation and delivering performance improvements.
- Act as the Council's service lead on all operational planning and building control functions, including the Council's statutory roles as Local Planning Authority, delivering innovative and high quality services.
- Support the Director of Growth and Regeneration to lead Peterborough's growth agenda for the Council by ensuring that policy, operational and commissioned service delivery maximises development and investment opportunities.
- Ensure that all the Council's statutory obligations relating to planning and building regulations are met.
- Maximise 'planning gain' and community benefit through the operation of planning processes.
- Maximise income from commercial trading of services.
- To undertake any other duties and responsibilities (including taking a lead responsibility for particular issues and projects) as may be required by the Director of Growth and Regeneration.
- Deliver high quality services to support growth that achieve national recognition.

### **Leadership**

- To deputise for the Director of Growth and regeneration as required.
- Lead the Development and Construction Management Team, supporting it to effectively manage the resources of the team (within budget) and ensure delivery of corporate priorities and client requirements.
- 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.
- Responsible for the managerial leadership of those services and functions that are set within the direction of this post as well as for Council services corporately;
- Promote managerial responsibility for cross-organisational team working, and across boundaries with other agencies and partners, to improve services and solve problems in a coherent and integrated manner;

- Ensure that relevant and best professional advice, guidance and information is available in an intelligible and timely fashion to the Cabinet, Planning Committee, Scrutiny, all elected Members, as well as to other stakeholders.
- Sustain and improve the overall reputation of the Council and act in the best interests of Peterborough through effective representation locally, regionally and/or nationally;

### Performance and Risk Management

- Develop and implement performance and outcome management of the services managed and commissioned to achieve the Council's strategic priorities in terms of partnership working and collaboration, the quality of engagement with local communities and businesses, significantly increasing the Council's visibility as a strong strategic leader and catalyst for investment.
- Ensure full compliance with the relevant legal, financial and procurement requirements and frameworks across the Council.
- Develop and embed a performance culture that delivers results through rigorous open challenge, personal accountability, disciplined execution and continual improvement;
- Ensure that all services/functions are delivered within and to budget and meet any identified and agreed savings targets;
- Provide managerial leadership to the improvement of corporate and service performance by ensuring that resources are targeted on the Council's priorities and meeting customer needs;
- Improve the overall management of resources [financial, human and other] in serving the public of Peterborough.

### Financial Management

- To continually review and reshape service delivery to achieve financial efficiencies and maximize opportunities for income generation, whilst maintaining the highest standards of service delivery
- To commission and performance manage commercial clients, providers and partners to maximise income and minimise service delivery cost to the Council.
- Directly responsible for a budget of £2.75m.

### Job Knowledge/ Skills/ Experience

- Qualified to degree level, or equivalent by experience.
- A relevant management or professional qualification and membership of a relevant professional body are desirable. This would include but is not limited to a RTPI or RICS.
- Detailed knowledge and understanding of law, procedures and guidance in relation to the Council's full range of statutory functions as Local Planning Authority.
- Evidence of successfully working in a head of service role across a number of development and construction functions, in a complex stakeholder environment (either in local government or other large and complex organisations).
- Experience of successfully managing large, multi-faceted infrastructure proposals and projects within a complex, political, multi discipline, multi-cultural environment.
- Evidence of ability to win and retain new clients and a track record in successfully securing consensus through negotiation.
- Practical experience of working in the following areas is essential: -
  - customer-facing service operations
  - service improvement programmes
  - planning or building regulations

- Proven experience of influencing regional and national policy, including funding allocations, to benefit local priorities.
- Experience of contract specification and supervision and cross functional project working.
- Proven track record of strategic policy formulation, decision making and resource allocation and of problem solving and meeting objectives at a directorate level.
- Evidence of successful partnership development or delivery through partnerships including an ability to work with local partners to develop joint strategies for implementing government requirements and local service.
- Demonstrated evidence of significant service improvement through managing change including staff engagement, capacity building, workforce modernisation and organisational reform.
- Experience of working effectively in a political environment and of winning the confidence of elected members.
- Significant experience of the preparation, management and control of budgets for a complex service area, ensuring prioritising and targeting of resources to achieve maximum value for money and income generation.
- Experience of driving performance management using appropriate quality and management methods and models to deliver efficient and effective services through collaborative working.
- Evidence of personal commitment to diversity in the workplace and in the shaping of service outcomes.
- Extensive knowledge and understanding of law, procedures and guidance in relation to the Council's full range of statutory functions as Local Planning & Building Control Authority.
- Experience of commercially trading services.
- An ability to relate to and win the confidence, trust and respect of Members, colleagues, partners and the wider community.
- Excellent management and leadership skills, which encourage commitment from others and promote a positive, motivated service culture.
- Excellent communication skills and the ability to communicate complex information both orally and in writing in a clear articulate and balanced way to a variety of audiences.
- Evidence of effective media and presentation skills.
- Excellent negotiation skills and an ability to influence outcomes through reasoning, persuasion and tact.
- Strategic and logical thinker and decision-maker able to provide practical and creative solutions to the management of partnership and directorate issues.
- High intellectual and analytical abilities; able to assimilate and analyse information quickly, identifying issues, priorities and solutions and using effective models, techniques and resources to resolve issues.
- Strong financial and budgetary awareness with the ability to manage finance and wider resources within a strong performance management culture.
- Ability to use information technology to improve service delivery and reduce costs.
- Demonstrable continuous development and improvement of own leadership and professional practice.

### 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.



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