



Job Description

Service:	Planning
Job title:	Change Programme Lead: Planning Services
Grade:	Grade G
Hours of work:	37 per week
Responsible to:	Head of Planning – Chief Planning Officer
Responsible for	
Direct reports:	0 members of staff currently, but with potential for some modest line management (not more than 4) should additional resources be required to support project delivery.
Indirect reports:	0 members of staff currently, but with potential to manage resources from both within the service and wider Council in response to project delivery as may be required.
Budget:	N/A



Purpose of Post:

To support the Council's aspiration of supporting the sustainable growth of Huntingdonshire, this key role seeks to support the ongoing evolution of our Planning functions to ensure that we are providing efficient, effective and quality services for our customers and stakeholders; and supporting existing and future staff to deliver the best outcomes for our area.

This role will lead on the implementation of change programs and provide support to the Head of Planning; and managers/team leaders within the service to deliver effective and sustainable change. This role will work closely with staff at all levels, with a range of experiences and specialisms.

The role will work across the service and with other Council staff, stakeholders and service users as necessary to implement changes to processes and working practices arising from internal and external reviews.

There will be responsibility for preparing reports detailing progress to be considered through an established governance structure; ensuring that key project documentation and procedures are maintained and up-to-date; supporting system and process adaptation and implementation; and a need to ensure that activities are in accordance with legislation and policy.

The postholder will play a key role in ensuring engagement across various levels within the service, including on a service wide basis, and where appropriate will engage with internal and external stakeholders and consultees. The role will require flexible communication skills, along with a willingness to experiment, adapt and evolve to ensure the smooth implementation of change and long term success.

Engaging with external users of Planning Services to ensure their views are fed into the change management process as necessary will be required.

The role will also use data, analysis and other techniques to demonstrate the effectiveness of change and demonstrate outcomes; and will promote the positive outcomes and benefits of the implemented changes, both internal and external to the Council. The postholder will also support the monitoring and reporting of activity, including use of planning software and systems. The postholder will support the Head of Planning with horizon scanning, and using data to drive future decisions regarding service direction; as well as ensuring that the service are making effective use of existing systems, and where possible, are utilising technology and improvements to keep moving forward.

This post will support the Council's desire to provide a proactive planning function; whilst ensuring that the effective use of resources. The post will lead on activities relating to continuing improvement, and will also help the service respond to both changing needs, and also other planning reforms which may be proposed or imposed from Government. This role will be critical in continuing to support the Council's aspiration to support forward-thinking economic growth, support



appropriate determination of proposals within the context of planning law and legislation (including the development plan) and the delivery of development which contributes to the wider sustainability of the District and the objectives of the Councils Place Strategy.

Main duties and responsibilities are:

- Developing and implementing change programmes and continuous improvement, derived from reviews of existing arrangements, combined with the use of data and horizon scanning to make informed choices and decisions.
- Working across the service, using established project management frameworks and techniques to implement and reinforce change
- Working with and preparing reports for the Head of Planning, and other managers/team leaders within the service
- Ensuring systems are utilised effectively, and where possible, supporting the further integration of the use of technology to improve efficiency and effectiveness; as well as forward looking to future improvements or implementation of new technologies.
- Engaging with staff, customers and stakeholders

Key Deliverables:

The post holder is expected to produce:

- Reports and documents that are well-researched and justified, and support effective and efficient decision-making.
- Recommendations on proposals which have carefully balanced the constraints and opportunities.
- Records, procedures and process maps in relation to key activities and processes
- Statistics, reports, evidence cases and business cases, or support activity and investment decisions, including those being produced by others as necessary, utilising data and information available from across the Council and wider sources.
- Records and analysis of information relating to planning matters through use of spreadsheets and databases.


The post holder will also be expected to:

- Attend meetings on behalf of the Head of Planning and managers/team leaders within the service with both internal colleagues, and other external customers, partners, stakeholders and other Councils and their equivalent officers.
- Work proactively with colleagues within the wider Place Directorate and Council
- Help and influence the organisation's plans and strategies, particularly through service planning, but also other activities.

- Maintain a current knowledge of digital planning and the use of technology in connection to planning matters
- Maintain a current working knowledge of planning practice and legislation, and ensure an up-to-date understanding of future ambitions relating to open digital planning and planning reform
- Work with others to collectively support service transformation both in-service and across the wider Council as necessary.

<p>Knowledge and Qualifications</p>	<ul style="list-style-type: none"> • Knowledge of planning legislation and national planning guidance. • Knowledge of procedures and practices involved in a Local Authority planning department setting – particularly around Development Management activity. • A planning related degree; and or professional membership are beneficial but not essential. • Current driving licence.
<p>Experience</p>	<ul style="list-style-type: none"> • Significant experience of working in a Local Authority planning department. • Experience of utilising planning software including IDOX Uniform; Tascomi or others. • Experience of system administration; including development of templates; workflows etc. Knowledge of coding associated with such activity is desirable. • Experience of undertaking process reviews, implementing and managing change. Demonstrable experience of implementing process change and project management. • Experience of using plans, maps and other spatial tools to communicate proposals, impacts, and information.

<p>Skills and Abilities</p>	<ul style="list-style-type: none"> • Good oral and written communication skills. • Ability to work flexibly as part of a team and individually on own initiative. • Strong analytical and problem-solving abilities. • Strong understanding of spatial matters and ability to demonstrate interconnections and visualize and interpret spatial information. • Organisational skills and ability to meet deadlines. • Flexibility to adapt to changing work requirements. • Good customer service skills. • Standard keyboard skills and ability to use Word, Excel, PowerPoint, Outlook and GIS. Experience of using tools such as PowerBI is desirable.
<p>Decision Making and Impact on Others</p>	<ul style="list-style-type: none"> • Ability to make effective decisions balancing risks and benefits. • Ability to influence decision-making, including through written and verbal communication. • Able to make recommendations for others to take decisions and provide responses. • Day to day decisions relating to workload.
<p>Communication with Internal and External Customers</p>	<ul style="list-style-type: none"> • Internal contacts include Corporate Directors, Service Managers, Team Leaders, planning and other staff, and District Councillors. • External contacts include developers, agents, landowners, residents, other councils' officers, town and parish councils, statutory agencies and environmental organisations. • Able to build relationships

	<ul style="list-style-type: none"> Internal customer contact: 75% External customer contact: 25%
<p>Personal Attributes and Other Requirements</p>	<ul style="list-style-type: none"> Ability to work with others to assimilate complex information and to assess and balance complicated documents and requirements within the planning policy process. Flexibility to review and revisit tasks and decisions if new information becomes available. Willing to travel and occasionally work unsocial hours. Imagination and the ability to innovate. Ability to adjust their interpersonal style to respond to the needs or preferences of other people and situations.
<p>HDC values</p> 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers matters to us all.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people’s differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>



Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.