

## **JOB DESCRIPTION**

<b>POST:</b>	Head of Planning Policy
<b>GRADE:</b>	Senior Professional and Technical Officer Grade (D600)
<b>DIVISION:</b>	Planning and Building Control
<b>DEPARTMENT:</b>	Infrastructure
<b>RESPONSIBLE TO:</b>	Director of Strategy, Policy and Performance
<b>RESPONSIBLE FOR:</b>	3 x Planning Officers and 1 x Assistant Planner

---

### **JOB PURPOSE:**

The Head of Planning Policy will be responsible for the day to day management of the Planning Policy Section and the efficient and effective delivery of the Planning Policy functions. The post holder will have strong leadership qualities and provide support and guidance for the Planning Policy Section. The role requires a high degree of professionalism and the ability to represent the Department and Planning Policy in a range of different settings.

This is a senior role which will support the Director of Strategy, Policy and Performance in the ongoing formulation, monitoring, review and delivery of the Development Plan for the Island including other spatial planning policy work of the Planning Policy Section and broader Departmental and Government wide strategic policy. The role is essential in ensuring Government's broad spatial development requirements are met for the long term future development of the Island.

### **MAIN DUTIES AND KEY ACCOUNTABILITIES:**

The post holder shall perform such duties and observe and conform with such reasonable instructions as the Department, or person duly authorised by the Department, may from time to time give. In doing so the Head of Planning Policy will undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

The Head of Planning Policy will be required to travel to various sites across the Island in the course of their duties.

The Department of Infrastructure reserves the right to alter the content of this job description to reflect changes to the job or services provided, without altering the general character or level of responsibility.

In addition to this a summary of the key day-to-day duties is provided below:

## **1. Service Delivery**

- To manage the delivery of specialist planning professional and policy advice to the Department of Infrastructure and other Departments on local, national and international policies and programmes - providing guidance and advice on spatial planning including producing reports and making presentations.
- To lead on the development, monitoring and implementation of the Development Plan and other planning policy (including further policy development and research work); giving expert evidence to Inquiries; the identification, specification of and preparation of further guidance as required; This will include leading and managing the provision and development of specialist knowledge in particular areas / themes that support the development of the planning policy. (and assisting Director of Strategy, Policy and Performance in the identification and specification of areas where further policy development is required).
- To engage effectively with other key stakeholders across Government to ensure that the Island Development Plan assists where possible in the delivery of wider Government spatial aspirations.
- To promote effective communication between the Planning Policy team and the Development Management function to ensure that linkages between the policy formulation and operational elements of the planning service are maintained.
- To ensure that the Planning Policy Section provides excellent customer service at all times within the preparation of planning policy including Development Plans and other policy documents.

## **2. Management of Staff and Resources**

- The Head of Planning Policy will be responsible for the day to day management of the Section and provide professional leadership, including workload monitoring and supervision, as well as the provision of advice and support to members of the Section. The Head of Planning Policy will be responsible for ensuring effective staff development, performance management and appraisals in accordance with the requirements of the Civil Service Regulations. Objectives will be required to be set which both contribute to Department objectives and also promote individual personal development needs. The post holder will also participate in recruitment and disciplinary action if required.
- The Head of Planning Policy will provide cover when required for the Director of Strategy, Policy and Performance.
- The Head of Planning Policy will also be required to manage their personal workload of policy matters, liaise with and support the Head of Development Management in respect of significant planning applications and appeals where necessary and appropriate.
- The Head of Planning Policy will undertake project, budget and contract management of the delivery of the work of the Division (including the project and financial management of consultancy projects and contracts).

### **3. Management of Performance Standards:**

- In consultation with the Director of Strategy, Policy and Performance, the Head of Planning Policy will set, monitor and review performance standards for the spatial planning policy element of the Planning Service. This will include assisting in the review of legislation in consultation with the Division's Legislation Unit.

### **4. Representation and Corporate Contribution**

- The Head of Planning Policy will represent the Division and Department in a range of settings, forums, committees, working groups and events. It is expected that the post holder will be a committed ambassador of the Division and Department and the work that it seeks to achieve. More specifically they will be required to:
  - assist in maintaining and fostering an effective working relationship with other Departments and agencies of the Isle of Man Government
  - assist in establishing and maintaining effective communication with Local Authorities and provide guidance to them from time to time, as appropriate
  - assist in supporting other policy work as required to meet overall corporate objectives

### **5. Provision of Planning Services and Specialist Advice:**

- The Head of Planning Policy will contribute to the Development Management service of the Department through liaison with the Head of Development Management; providing information and advice on the spatial planning policy implications of specific proposals and applications to development control case officers; and the provision of information and advice in respect of the Development Plan and other spatial planning policy to applicants, developers, local authorities and others.
- The Head of Planning Policy will maintain an awareness of local, regional, national and European agendas with regard to spatial planning, transport and development, ensuring that consideration of these is incorporated into spatial planning and other policy development activities undertaken and at all times observe best planning practice in the performance of duties.
- The Head of Planning Policy will consider ways in which planning policy and advice might be improved in order to provide a better service to those who use the services of the Isle of Man Government and discuss these with the Directors of Strategy, Policy and Performance and Planning and Building Control.
- The Head of Planning Policy will manage and undertake the preparation of consultants briefs and project management of research projects (including appointment of consultants), and participate in the research projects of other organisations, where these contribute to the development of the Development Plan and wider spatial development and other policy matters.
- The Head of Planning Policy has a key role in securing an effective service to prospective developers; other Government Departments and agencies and

members of the public, as appropriate, in order to respond to their requests for professional guidance on the Development Plan and other planning policies.

## **6. Budgeting:**

- The Head of Planning Policy will work with the Director of Strategy, Policy and Performance to produce annual budgets which fulfil all required objectives and are within the resources available to the Division/Department as a whole.
- The Head of Planning Policy will have responsibility for the day to day management of specific budgets within the Division.

## **7. Leadership and Strategic Direction**

- The Head of Planning Policy is responsible for assisting in providing leadership to the Division in line with the strategic direction of the Department.
- The Head of Planning Policy has a key role in liaising with other sections within the Division and other Divisions in the Department in respect of their professional input to the planning policy functions.
- The Head of Planning Policy should ensure that regular dialogue is maintained throughout the team, fostering good working relationships across the team. To this end there should be regular team and individual meetings to discuss projects and progress. Such meetings should also be used to ensure that the team understand their contribution to the team, the Department and the Government as a whole.

## **Performance Management and Improvement**

- All Civil Servants have a personal responsibility for performance management. The Head of Planning Policy will be expected to contribute to their annual performance development review and interim performance reviews.
- The post holder will also ensure the other Planning Policy Team members comply with the Scheme as directed by the Department.
- As Reporting Officer, the Head of Planning Policy will ensure that in line with the timescale set out in the scheme, amongst other things, an annual:
  - Personal Delivery Plan and a Personal Development Plan is agreed with the post holder;
  - Review and assessment of the post holder's performance and competency/behaviours is made; and
  - Performance and Development Review meetings are conducted.

## Management Authority under Relevant Procedures

Civil Service	Authority of Job Holder
Disciplinary Procedure	Up to Final Written Warning Appeals up to Written Warning
Capability Procedure	Submission of an Adverse Report (supported by Accounting Officer)
Grievance Procedure	Up to Stage 3 as part of a delegated panel

## Health and Safety

- The post holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks or near misses to a responsible manager and/or the Health and Safety Review Group of the Division.
- The Head of Planning Policy will also be responsible for contributing to the overall promotion of Health and Safety in the Department and ensuring the Health and Safety of the Planning Policy Team.

## Reporting Framework

The Head of Planning Policy reports to Director of Strategy, Policy and Performance in the Department of Infrastructure.

The Head of Planning Policy will be directly responsible for the effective management of the staff within the Planning Policy Team consisting of 3 Planning Policy Officers (D500) and 1 Planning Policy Assistant (D401).

## Integrity

As an appointee of the Department of Infrastructure, the post holder is expected to recognise that their everyday business requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all Division business and to uphold such confidences.

## Qualifications and Experience

To properly deliver the requirements of this post it is expected that the post holder will have the following qualification/professional membership:

- Degree educated in planning, or equivalent qualification, granting exemption from the final examinations of the Royal Town Planning Institute (RTPI). (Essential)
- Corporate Member of RTPI or working towards corporate membership (Essential)
- To hold a postgraduate degree or diploma in management studies (Desirable)
- Must have at least 5 years relevant post qualification work based experience of working on strategic planning and policy development, preferably at a senior level

- Experience of being an witness at Examination in Public and / or Public Inquiries

## **Competency Requirements (Isle of Man Senior Civil Service)**

### **Leading and Work Together (Level D)**

*Motivating team through commitment to customer service, drive and clear vision and sense of purpose and getting the best from team and colleagues*

Sets challenging goals for themselves and their team(s); motivates colleagues, showing an energetic and positive approach; encourage teamwork and collaboration within the Department and across the organisation, creates an atmosphere of respect and tolerance; networks widely with colleagues across the organisation and with external contacts, behaves fairly and consistently in managing differing points of view.

### **Communicating and Influencing (Level D)**

*Communicating clearly and with impact to influence the audience and being tactful and assertive in dealing with difficult and complex situations*

Communicates clearly and concisely orally and in writing and is effective in communicating with colleagues at all levels including Chief Officers and politicians, prepares thoroughly and puts forward balanced proposals highlighting costs and risks as well as the benefits; lobbies effectively taking account of organisational and political processes; a flexible negotiator who is adept at finding 'win-win' solutions.

### **Achieving Results (Level D)**

*Allocating resources to deliver business plan objectives, identifying key issues, often in complex situations and taking a broad view to solve problems and achieve results*

Plans resources to deliver Departmental and Divisional/Operational objectives; allocates resources to deliver objectives and communicates changing priorities; absorbs information quickly, identifying key issues, often in complex situations, uses experience and knowledge and takes a broad view to assess the best course of action; leads by example, showing a sense of urgency, takes responsibility for the results achieved by the Division/area of responsibility.

### **Delivering a Quality Service (Level D)**

*Showing a passion for providing excellent service and setting standards for the Division and high expectations of work from themselves and colleagues*

Shows a passion for providing excellent service to internal and external customers; sets standards for the Division/Department and high expectations of work from themselves and colleagues; communicates strong expectations for the improvement of service delivery; reviews benefits; costs and value for money and encourages colleagues to look for ways to improve performance.

### **Changing and Learning (Level D)**

*Creating development opportunities for self and colleagues and developing an environment where continuous improvement to meet changing demands is accepted*

Creates an environment within the Division, where continuous development to meet changing demands and priorities is accepted; seeks out fresh ideas and responds enthusiastically to Departmental and corporate initiatives; develops innovative and practical solutions to problems. Actively creates development opportunities for self and colleagues. Uses specialist knowledge to develop Departmental policies.

### **Showing Commitment and Resilience (Level D)**

*Showing long term persistence and perseverance, staying calm and confident despite pressure and challenges from colleagues, contacts and politicians*

Demonstrates clear and sustained drive and determination to deliver and to succeed. Able to cope with difficulty and frustration and remain committed and positive. Calm and confident under pressure.

**Last updated – January 2015**

<b>Isle of Man Civil Service Person Specification</b>
---

**Post:** Head of Planning Policy

**Department:** Infrastructure  
Strategy, Policy and Performance

**Job Summary:**

The Head Planning Policy will be responsible for the day to day management of the Planning Policy Section and the efficient and effective delivery of the Planning Policy functions. The post holder will have strong leadership qualities and provide support and guidance for the Planning Policy Section through a continuing programme of change.

This is a senior role which will support the Director of Strategy, Policy and Performance in the ongoing formulation, monitoring, review and delivery of the Development Plan for the Island including other spatial planning policy work of the Planning Policy Section.

ATTRIBUTES	Essential or Desirable	METHOD OF ASSESSMENT
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>• Degree educated in planning, or equivalent qualification, granting exemption from the final examinations of the Royal Town Planning Institute (RTPI).</li> </ul>	E	Proof of qualification
<ul style="list-style-type: none"> <li>• Corporate Member of RTPI (or working towards)</li> </ul>	E	Proof of qualification
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Must possess management capability and key leadership attributes.</li> </ul>	E	Application and Interview
<ul style="list-style-type: none"> <li>• Experience of development plan management through project management and the setting and monitoring of performance standards</li> </ul>	E	Application and Interview
<ul style="list-style-type: none"> <li>• At least 5 years experience of managing projects and \ or a small team of professionals on a day to day basis, with a proven track record of leadership and management</li> </ul>	D	Application and Interview
<ul style="list-style-type: none"> <li>• Experience of managing consultants to assist in policy preparation</li> </ul>	E	Application and Interview
<ul style="list-style-type: none"> <li>• Experience of being an witness at Examination in Public and / or Public</li> </ul>	D	Application and Interview

Inquiries		
• Must have experience of working on complex projects to tight deadlines	E	Application and Interview
• Experience of cultural, organisational and system change to enhance performance, and customers services	E	Application and Interview
• Some experience of preparing annual budgets	D	Application and Interview
• Must have experience of collecting, analysing, presenting and disseminating complex data.	E	Application and Interview
• Must have experience of preparing responses to consultations on Development Plans	E	Application and Interview
• Must have experience of using IT in projects, and in particular of using Microsoft Office, email, the World Wide Web, GIS and planning related packages.	E	Application and Interview
<b>Knowledge &amp; Skills</b>		
• Must have an understanding and knowledge of national, regional and local planning, waste, housing, transport, rural and urban issues / policy	E	Application and Interview
• Must have an understanding of the value and importance of spatial planning and linkages with transport, housing and sustainable development issues	E	Application and Interview
• Must have effective communication, presentational and project management skills (including the ability to prepare and present policy documents and reports).	E	Application and Interview
• Knowledge of the differences in town and country planning legislation in the Isle of Man, the British Isles and other planning jurisdictions	E	Application and Interview
• Understanding of procedures and techniques of statutory Plan preparation	E	Application and Interview
• Appreciation of a wide range of public consultation and engagement techniques	E	Application and Interview
• Interest in developing use of information and communications technology within the planning service	D	Application and Interview
• Awareness of and adherence to Health and Safety procedures with regard to self awareness whilst carrying out duties	E	Application and Interview
<b>Disposition</b>		
• Ability to develop and maintain good working relationships with wide range of stakeholders including politicians, other officers and customers.	E	Application and Interview
• Must be able to work on own initiative with minimal supervision, prioritise and delegate work, lead, manage, motivate and empower other staff, meet tight deadlines and cope	E	Application and Interview

with sustained high levels of workload and pressure.		
• Should be assertive and confident.	E	Application and Interview
• Must be able to maintain a balanced perspective and demonstrate awareness and sensitivity in a political environment.	E	Application and Interview
• Ability to lead multi disciplinary groups and work effectively and harmoniously with others	E	Application and Interview
• Skilled negotiator.	E	Application and Interview
• Commitment to providing high quality, customer focussed services and assisting customers understanding of the processes involved	E	Application and Interview
• Self motivated with demonstrable commitment to personal, professional and technical development	E	Application and Interview
<b>Circumstances/Interests</b>		
• Full and valid driving licence	D	Proof of licence
• Must be prepared to work flexibly to ensure the demands of the workload are met.	E	Interview
• Willingness to attend occasional meetings outside normal working hours.	E	Interview
• Isle of Man Worker	D	Application