

## Job Description and Employee Specification

We deliver great services to communities on behalf of their local council. We are owned by the councils and not external private shareholders, so we know our priorities and have strong values. At Publica we put people and our communities at the centre of everything.

<b>Job Title:</b>	Assistant Director - Planning and Sustainability	<b>Location:</b>	Cirencester / Witney / Coleford / home / agile working
<b>Reports to:</b>	Managing Director	<b>Working Hours:</b>	37
<b>Salary:</b>	Circa £90k per annum	<b>Supervises:</b>	<ul style="list-style-type: none"> <li>• Business Manager – Development Management</li> <li>• District Forward Planning Managers</li> <li>• Climate and Conservation Managers</li> </ul>
<b>Strategic Purpose:</b>	<ul style="list-style-type: none"> <li>• As an Assistant Director of Publica you will contribute to strategic leadership across the whole organisation to ensure a strong, sustainable future for Publica, working closely with your Assistant Director peers, the Executive Leadership and senior officers and councillors at the partner councils.</li> <li>• You will be accountable for the development management, forward planning, climate change and conservation services that Publica provide for three district councils, with particular emphasis on leading change, improvement, innovation and modernisation in these services.</li> <li>• The principal purpose of this post is to provide strategic leadership and capacity for change, improvement and modernisation in planning and related service areas, in line with Publica's customer-based Operating Model and Business Plan.</li> </ul>		

<p><b>Key Accountabilities:</b></p>	<p><b>Corporate:</b></p> <ul style="list-style-type: none"> <li>• You will be part of the corporate leadership group who are responsible for delivering the Publica Business Plan, Council Plans and the Services Agreement with each of the shareholder councils.</li> <li>• You will develop and lead Publica’s strategy for delivering exemplary planning and sustainability services in a co-ordinated and joined-up manner across the organisation and in line with the service expectations of the partner councils.</li> <li>• You will lead and manage, by example, Publica’s values, identity and standards; in particular you will continue to work towards a common identity and purpose within Publica, following the creation of the company from the previous council employers.</li> <li>• You will act as a lead officer for Publica with one of Publica’s partner councils. You may also be required to attend management team meetings at the other councils in your service management capacity.</li> <li>• You will be Publica’s corporate leader for action on climate change.</li> </ul> <p><b>Development Management and Enforcement:</b></p> <ul style="list-style-type: none"> <li>• You will build on the improvements already made, to deliver exemplary development management, planning enforcement and building control services, with an emphasis on customer care, communication and operating in a commercially efficient manner.</li> <li>• You will develop a shared planning pre-application advice service that operates on a commercial basis and seeks to raise the standard of planning applications before they are submitted.</li> <li>• You will continue to develop common and shared systems and processes for planning, enforcement and planning support services across the three councils, seeking improvements in performance alongside economies and efficiencies of scale.</li> <li>• You will actively manage performance in development management to ensure the consistent delivery of national and local performance targets.</li> <li>• You will ensure that applicants, agents, ward councillors, MPs and members of the public receive clear, consistent and timely information and responses to questions and requests for information.</li> </ul> <p><b>Planning Verification and Business Support</b></p> <ul style="list-style-type: none"> <li>• Planning verification and business support functions are provided by a joined-up business support team within the Residents’ Services division.</li> </ul>
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	<p>You will collaborate with the AD - Residents' Services in the management of these functions.</p> <p><b>Building Control</b></p> <ul style="list-style-type: none"> <li>You will build on the strengths of the existing service and seek commercial opportunities to expand the service.</li> </ul> <p><b>Forward Planning and Housing Strategy</b></p> <ul style="list-style-type: none"> <li>You will provide support for the councils in their local plan and planning policy functions, acting as project sponsor for agreed local plan making projects.</li> <li>You will manage resources and capacity across the Forward Planning teams, sharing resources where appropriate to deliver the best outcomes for partner councils.</li> <li>You will work with the AD - Residents' Services to move the Housing Strategy function from the Residents' Service division to Forward Planning - to improve our approach to strategic housing.</li> </ul> <p><b>Ecology, Heritage and Climate Change:</b></p> <ul style="list-style-type: none"> <li>In line with the high priority member councils have placed on responding to the climate and biodiversity crises, you will act as an internal champion of climate / nature recovery action within Publica's corporate leadership group. You will specifically drive innovation and work across Publica to embed and join up effective responses to the climate and nature emergencies in every service.</li> <li>You will work with the AD - Property and Regeneration to transition the climate change function from the Property and Regeneration division to Planning and Sustainability alongside the ecology and heritage conservation teams.</li> </ul> <p><b>Digital:</b></p> <ul style="list-style-type: none"> <li>You will act as project director and customer champion for the digital transformation of planning services, which we aim to undertake over the coming years.</li> </ul> <p><b>General Accountabilities:</b></p> <ul style="list-style-type: none"> <li>You will contribute to the provision of a co-ordinated and effective emergency planning response for three of the Publica councils.</li> <li>You will ensure that Freedom of Information / Subject Access Requests and complaints processes are effective and that responses are made in a</li> </ul>
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	<p>timely manner, in accordance with the relevant legislation and policies, for the councils and Publica.</p> <ul style="list-style-type: none"> <li>• You are responsible for maintaining a safe working environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within the work environment.</li> <li>• You must work in compliance with the Codes of Conduct, Regulations and policies of Publica.</li> <li>• You must have effective business continuity arrangements in place for your services and ensure that an appropriate response can be made should a major incident occur, including taking up a designated role within the emergency management framework.</li> <li>• Undertake such other duties as may be appropriate to the post as directed by the Managing Director or Group Finance Director.</li> </ul>
<b>Essential Requirements, Qualifications, Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Educated to degree level (not necessarily in Planning) or equivalent work experience.</li> <li>• Experience in managing planning, place-shaping, business transformation or similar professional services.</li> <li>• Exceptional leader and manager with experience in leading multidisciplinary teams and bringing about organisational change through people, using coaching as a primary tool to achieve this.</li> <li>• Business acumen for creating a commercial environment where the management of cost, value and customer satisfaction is paramount.</li> <li>• Excellent communication and influencing skills at all levels with the ability to influence, negotiate and establish credibility to represent the councils and Publica and enhance their reputations.</li> <li>• Ability to recognise where change is needed, to embrace and create an enthusiasm for change and to work effectively with others to develop creative, innovative and customer-focused solutions.</li> <li>• Ability to build working partnerships with customers, clients and peers to foster effective joint and collaborative working, to deliver “joined up” services and change programmes/projects.</li> </ul>

<b>Desirable Requirements Qualifications, Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Experience of having worked at a senior level in a political or commercial environment, e.g. local authority, government department, company board or similar.</li> <li>• Knowledge and experience of organisational development policies and practices relevant to a Teckal company / Local Authority Trading Company or similar e.g. Housing Association.</li> <li>• Track record in managing team and individual performance effectively.</li> </ul>	
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>• There will be a requirement to work across all the Publica Group and client locations to meet the needs of the business.</li> <li>• You will be expected to work reasonable additional hours in line with the needs of the service.</li> <li>• You will need the use of a car for work purposes (a company lease scheme is available).</li> </ul>	
<b>Date of issue:</b>	<b>January 2023</b>	JB
<b>Date reviewed:</b>	<b>January 2023</b>	JB
<b>Reviewed by:</b>	<b>Managing Director</b>	Jan Britton