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ASSOCIATES



Planning Policy Team Leader

July 2024

Letter from Ross Whear, Head of Planning and Economic Development

Dear candidate,

Thank you for your interest in joining our amazing team here at Hertsmere, as the new Planning Policy Team Leader!

This is an opportunity to be the driving force behind an ambitious Local Plan that will need to take advantage of recent changes at a national level and balance the needs of our existing communities, whilst meeting our future need. The Planning Policy Team Leader role is not just pivotal to our emerging Local Plan but it is a role that is central to the function and success of the Planning department as a whole.

The Policy Team is made up of talented group of officers with experience and enthusiasm, and this role presents a fantastic opportunity for someone who can match their drive and determination.

This is a role that is measured in outcomes, where you could have a genuinely positive impact on the future of Hertsmere and your own career and we look forward to hearing from you!

Hertsmere's planning team were shortlisted as Planning Team of the year at the RTPI Awards (East of England) earlier this year and we are keen to bring in new talent to help us grow and achieve that next level.

Yours faithfully,



Ross Whear
Head of Planning and Economic Development



The Role



You will play the leading role in managing and supervising a team of planning policy staff through the local plan process and the creation of future policy documents, guidance notes and SPDs. Your key responsibilities will include the overseeing of officers and external consultants to deliver on policy programs alongside the maintenance of relationships with key stakeholders to ensure 'duty to cooperate'.

You will be required to allocate and delegate work streams to members of the policy team; sign off delegated reports; undertake community and stakeholder consultations; make policy comments on major development management applications; and represent the Planning Policy Team at committee.

Main Duties

- To contribute to the delivery of an efficient and effective Planning Strategy Team for the Borough, including engagement with developers and other key bodies in the delivery of quality developments and a robust planning policy framework
- To assist in the Council's effective corporate governance and the formulation of corporate strategy, plans and targets; contributing to the delivery of the Council's corporate vision and strategic objectives.
- To manage a team of policy staff to produce the Local Plans and other planning documentation from inception through to public inquiry and examination.
- To provide creativity, knowledge and guidance in relation to all types Policy Planning tasks as necessary, in particular the most complex Policy Planning tasks including the creation of sound Planning policy, and appeal work including leading at public inquiries.
- To carry out research, investigations and manage projects to deliver solutions on a wide range of policy planning matters.
- To deputise for the Planning Strategy Manager as required, including engagement with the South-west Herts Joint Strategic Plan.
- To manage the activities and performance of a variety of more junior staff and consultants as required.
- To work with the Planning Strategy Manager to provide service input into all relevant committee processes, from a team perspective, in conjunction with Democratic Services. To supervise the preparation of all relevant Committee and Panel (including the Planning Panel and CIL Panel) agendas ensuring the provision of high quality reports to agreed timescales and to represent the Council at pre-Committee briefings and Committee meetings.

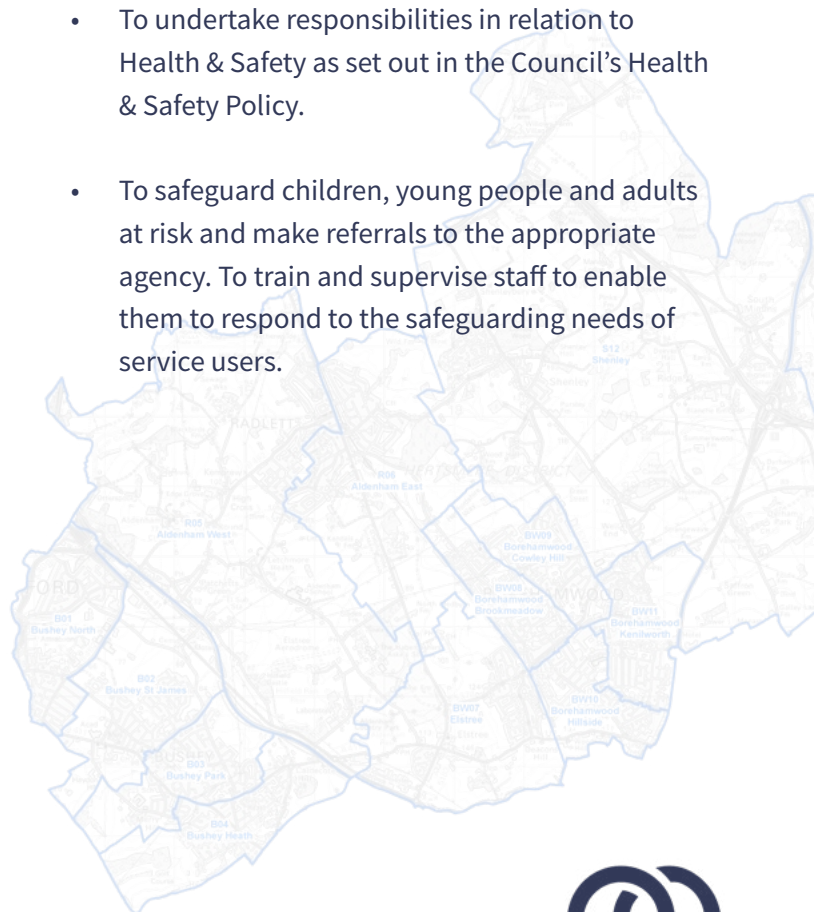




The Role

Main Duties (continued)

- To manage a complex workload, dealing with a variety of schemes or spatial planning tasks across the Borough, as well as the daily allocation and supervision of work to junior staff and support for senior staff.
- To utilise information technology to improve service delivery and to encourage staff to work innovatively to maximise resources.
- To represent the authority at a senior level when dealing with partners, developers, and other interested parties to ensure a joined-up approach to the delivery of the service, including interface with government departments.
- To work with the Planning Strategy Manager to allow for the effective establishment and delivery of performance management measures including quality management, cost effectiveness and continuous service improvement.
- To regularly monitor work programmes, performance and quality targets of team members including appraisals, one-to-one meetings and all other HR policies to ensure that the service meets agreed objectives and delivers a consistent approach.
- Provide expert professional advice and solutions in an intelligible and timely fashion to elected members, regulators and other stakeholders.
- To work with the Planning Strategy Manager to ensure that communications within and about planning policy are effective, appropriate and improve and enhance the reputation of the service and the Council.
- To undertake responsibilities in relation to Health & Safety as set out in the Council's Health & Safety Policy.
- To safeguard children, young people and adults at risk and make referrals to the appropriate agency. To train and supervise staff to enable them to respond to the safeguarding needs of service users.



Team Structure



Working for Us

Hertsmere Borough Council prides itself on its collaborative working environment, which results in a strong business unit and ensures each staff member contributes to achieving the Council’s Business Plan and company priorities.

Hertsmere has adopted a hybrid working approach, which helps to satisfy both work and life aspirations for current and future staff members.

Terms of Employment

Working hours	Full time, permanent basis (36 hours per week).
Salary	£58k - £61k (dependent on experience) plus car allowance.
Location	Civic Offices, Elstree Way
Annual leave	26 – 31 days annual leave (depending on the length of Local Government Service) plus one floating day per annum.
Working arrangement	Flexible working hours (including the opportunity to take up to 2 days flexi leave per month). The Council operates a hybrid working system where employees may work two days per week from home.
Pension	Automatic membership of the Local Government Pension Scheme, an excellent statutory defined benefit pension.
Other benefits	Laptop, iPad, work mobile, free car parking and use of leisure facilities, cycle scheme and season ticket loans.

Process

Longlist and assessment

First stage interviews

Online test to be completed before the next stage

In person interviews

wc 26th August

wc 26th August

wc 2nd September

How to Apply

Panoramic Associates Ltd is acting as an employment agency to Hertsmere Bough Council on this appointment.

We hope you will consider making an application for this fantastic opportunity. To make an application, you will need the following:

- A CV which is tailored for this role.
- A supporting statement that sets out your understanding of both the role and the organisation.
- How your experience matches the key, criteria on the personal specification.
- Contact details for two employment referees.

Alternatively, you can submit your CV direct to our consultants



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The closing date for applications is noon on 26th August.

