



## ROYAL BOROUGH OF KINGSTON UPON THAMES - ROLE PROFILE

### **Lead officer, Planning Delivery**

#### **Permanent role, based in Kingston**

#### **Grade K**

#### **Context**

Against a backdrop of historic under delivery of new homes and the expectation that the Council's housing targets, as set by the London Plan, are to significantly increase, there is a significant level of development and regeneration potential within the Royal Borough of Kingston. The Council's is bringing forward its own plans for the regeneration Cambridge Road Estate (CRE), Kingston's single biggest regeneration project in 50 years which is anticipated to deliver approximately 2000 new homes, together with other Council owned sites that are being considered for redevelopment. The development sector is also promoting many redevelopment opportunities with the borough.

There is a need for a role that sits with the wider planning team that can proactively work with developers to support them navigate through planning process in a positive and proactive manner. This role demonstrates an investment by the Council to ensure there is capacity at a senior level of a development professional that can act as the link between the development sector and the Council's planning function to both promote delivery whilst securing quality outcomes that respect the views of the wider community.

#### **Role purpose**

To coordinate the Council's handling of the entire planning process from pre-application to development for the key sites and identified major developments within the borough. Through a project management style approach, this role will be responsible for facilitating positive outcomes from the planning process to support delivery on high profile, strategically significant and complex sites.

The role reports directly to the Head of Development Management. The role has no direct reports

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### Key activities

#### Planning

- Keep abreast of legislation, case law, current national and local policies and guidance to offer sound professional and technical advice and guidance to all parties, including the applicants and landowners.
- Work in a positive and proactive manner that supports and facilitates delivery on high profile, strategically significant and complex sites, whilst also ensuring consistency with the wider corporate aspirations of the Council, and demonstrate a respect for the views of the local community.
- To project manage the journey of specifically identified development proposals from end-to-end through the planning approval process. Within this ensuring that individual applications are dealt with in accordance with the terms of Planning Performance Agreements or within other agreed timescales.
- Be responsible for a 'development team' approach through which you will coordinate and oversee the work of professional officers, consultees (internal and external) and others such as commissioned consultants. You will take overall ownership of specific work outputs related to individual proposals, such as committee reports.
- To represent the Council at committees and related briefings or public meetings.
- To be directly responsible for appeal casework by written representation, hearing and inquiry planning appeals relating to major applications including acting as the Council's expert witness in such cases.
- Entering into detailed discussions with applicants and/or their agents and their legal teams with regard to the securing of infrastructure arrangements and delivery, through the appropriate use of Section 106 contributions and controls, alongside the Community Infrastructure Levy.
- To ensure the procurement of specialist advice and consultancy work is carried out effectively and in accordance with legislative requirements and the Council's procurement procedures.
- Exercise delegated authority for decision making where required and within the scope of the Council's Scheme of Delegation.

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### Commissioning and Performance Management

- Commissions services and activities to secure the best outcomes for service users and deliver optimum value for money, in line with the Council's commissioning and contract management frameworks.
- Manages the performance of the project team, working with colleagues and consultants to ensure they meet defined outcomes and any relevant targets or deadlines that have been agreed.

### Customers and Partners

- Builds strong working partnerships across the public, private and voluntary sectors to support better engagement to the planning process for those with an interest in development for the key sites and major developments within the borough.
- Respond to complaints from members of the public, residents groups, the Local Government Ombudsman and Members arising from the post holder's casework, or the projects for which they are responsible.

### Leadership

- Provides inspirational and constructive leadership to the Planning Policy team to ensure high performance within a networked operating model
- Facilitates change and innovation, building a team culture that encourages innovative, smart and collaborative working
- Listens to, and works with colleagues to develop team goals in line with corporate strategy, and influences and motivates others to achieve this
- Assesses risk and uses data to inform choices relating to resources and financial planning
- Manages budgets and effectively monitors income
- Deputises for the Head of Development Management and works as a cohort with other lead officers, embedding the core competency frameworks, modelling the Management competencies

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### Core Competencies

- Self management and employing self-awareness, self confidence, self-control, self-knowledge, personal reflection, resilience and determination to work positively with customers, stakeholders, Cllrs and colleagues. Demonstrate behaviours consistent with the Core Competency Framework.
- As a manager within the service the postholder will also have to demonstrate behaviours consistent with the Management Competency Framework.

### Digital/New Ways of Working

- Supports the use of new technologies, particularly Google, to enable modern working practices to thrive.

### Equality and Diversity

- Embeds equity, equality, fairness and diversity into all aspects of their work.

### General

- The requirements of this post could include attending meetings and other events outside normal hours as expected with a post of this nature and the postholder will need to manage their work life balance flexibly to meet the needs of the role.
- To develop, update and act on own personal development plan, and be ready to share learning with others.
- To work in accordance with RBK's Equal Opportunities, Health & Safety, relevant policies and legislation.
- Any other duties commensurate with the grade of the post, as may be required from time to time.

### **The person**

In order to successfully deliver the responsibilities of the role, you will need to:

- Have relevant degree level qualifications in Town Planning (or related built environment discipline) and hold chartered membership of the Royal Town Planning Institute (RTPI), or be able to demonstrate suitable post qualification experience to meet the eligibility requirements for chartered membership.
- Have significant experience in successfully leading and advising on planning applications for major developments.

## ROYAL BOROUGH OF KINGSTON UPON THAMES - ROLE PROFILE

### Our Values

Being an enabling council is a key principle that runs through our organisational development and is embedded in everything we do. Underpinning this are the following values:

#### Innovative

- Promote a culture that encourages creativity
- Embrace new ideas and ways of working
- Ambitious to push the boundaries to realise potential

#### Open

- Respect and recognition - everyone has a voice that is heard and we are all valued
- Collaborative - working together with new and existing partners
- Empowering staff and residents to encourage informed decision-making
- Inspire trust by acting with integrity in all we do

#### Smart

- Commercial acumen to find solutions and best value
- Agile working
- Customer driven, listening and responding to consistently deliver excellence