

# Role Profile

<b>STRATEGIC DEVELOPMENT INFRASTRUCTURE MANAGER</b>			
Reference No.	A4908	Type	Individual
Service	Planning Services		
Job Family	Professional 4	Grade	FC10

<b>Purpose</b>
<p>To oversee the successful delivery of planned development growth, monitor and manage developer contributions, and delivery of strategic infrastructure associated with Fife Strategic Development sites and major developments.</p> <p>This includes tracking the receipt and spend of financial contributions, programming the delivery of the necessary infrastructure, business planning, and monitoring.</p>

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
<p>To lead on a day to day basis and monitor the delivery of the infrastructure required to support the Planning Service's Strategic Development programme, and other major development.</p> <p>To manage the developer obligations process for the effective and efficient delivery of financial and other contributions. Including monitoring and forecasting progress of development, to inform actual and anticipated receipts of developer contributions and timing of triggers being reached.</p> <p>Provide pre-application and process planning applications and negotiate Planning Obligations as well as assisting with the development of, and implementing, all aspects of the Local Development Plan Action Plan when required.</p>	<p>Educated to SCQF level 9, which includes a Degree or equivalent in planning, property, finance or project management profession</p> <p>Equivalent knowledge skills and competencies gained through relevant experience.</p> <p>Ability to provide a regular and effective service</p> <p>Chartered Membership of the RTPI or other relevant professional institute</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

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	Experience in dealing with complex applications, negotiating developer contributions and Local Development Plan functions.		
Securing the internal and external approvals to proceed with the delivery of the infrastructure and ensure the timeous spending of developer contributions to minimise risks for the Council. Lead with committing, monitoring and reporting of grant funding. The post holder will work closely with the Service management team and other Heads of Service as required in fulling their duties and complying with the terms of grant funding.	Excellent communication skills, both written and verbal  Extensive experience of developing business cases  Ability to create and manage project schedules through the construction phase  Organisational & Collaboration Skills  Financial/auditing experience	✓   ✓  ✓  ✓  ✓	
Work closely with colleagues across Services to undertake trend analysis and ensure current financial monitoring arrangements are robust and fit for purpose. To lead with the Service design, development and implementation processes and procedures as required to maintain a robust system.	Experience of translating strategy into deliverable plans (Deliver results)  Knowledge & understanding of the opportunities arising through digital and emerging technologies  Good working knowledge of using ICT for monitoring and reporting purposes, especially using current reporting tools for example Power BI, MS project, MS Planner etc or equivalent.	✓  ✓  ✓	
Lead with managing and controlling agreed multi million-pound budgets, being accountable to the Service Manager for the Planning Services financial performance of relevant infrastructure budgets.	Experience budget management (Deliver results)  Experience of translating strategy into deliverable plans (Deliver results)	✓  ✓	

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Lead with information and professional advice to other senior managers within Planning Services, and other Services as required to inform Committee reports, business reporting and reporting at Directorate and Corporate Executive team levels. This will include a key role in the Council's capital plan and may include inputting to the Local Development Plan Action Programme.	Collaboration Skills  Communication Skills  Significant experience of the development industry in particular major and complex planning applications, including experience of development viability  Working knowledge of the Local Development Plan process	✓  ✓  ✓	✓
Lead with the preparation of reports and financial modelling to keep elected members and key Services informed of progress, risks and opportunities.	Financial management skills  Presentation Skills  Communication Skills  Knowledge and awareness of relevant government grants and funds and experience of applying and securing external funding	✓  ✓  ✓	✓

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Present reports and business cases internally and externally as required for necessary decisions to elected members and senior managers support the planned strategic development growth across Fife.	Knowledge and awareness of relevant regulation, legislation and statutory requirements  Excellent written and verbal communication skills  Ability to create and manage project schedules through the construction phase  Extensive experience of developing business cases  Awareness of internal governance processes and procedures	✓  ✓  ✓  ✓	✓
Lead with developing, preparing and monitoring realistic and effective project management plans, defining scope, milestones, deliverables, risks management, constraints, dependencies, assumptions, costs and benefits. Use project planning tools to prepare project schedules. Ensure all project management plans are agreed with the relevant stakeholders.	Evidence of dealing with private sector, consultants, public and elected members (Focus on Customers)  Extensive risk management experience  Ability to effectively manage the scheduling of projects in the multi million pound plus range. Experience of Driving Change – Take Ownership (How We Work Matters Framework)  Proficient in the use of Microsoft software and similar products as necessary to create and maintain schedules.  Working autonomously and in a team environment  Evidence of delivering projects on time	✓  ✓  ✓  ✓	✓  ✓

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Ensure an integrated planning approach between all projects; report financial performance against plans and highlight potential areas of concern and where necessary identify corrective action and assist in risk management strategies.	Leadership and co-ordination skills (Working together)  Evidence of initiating and managing change to benefit customers (Focus on Customers)  Demonstrate the ability of managing the scheduling of projects in the multi million pound plus range.	✓  ✓	✓
Ensure the effective performance monitoring in relation to all aspects of the projects including gathering of relevant performance indicators to assess overall delivery of each stage of the projects ensuring key performance indicators are achieved.	Knowledge of relevant regulation, legislation and statutory requirements  Ability to effectively manage multiple projects at any one time at differing stages  Problem solving abilities  Ability to work at pace and under pressure, with initiative and can-do attitude	✓  ✓  ✓  ✓	
Seek out opportunities to apply for funding such as Vacant Derelict Land Funding or other external funding via Scottish Government or other sources as applicable, where this aligns with strategic infrastructure projects. Where funding is secured, thereafter, lead planning, preparation, monitoring, reporting and implementation of projects associated utilising awarded funding.	Experience of translating complex scenarios into clear customer focussed language (Deliver Results)  Experience of managing conflicting demands	✓  ✓	
Building strong relationships with senior managers and partners so that the work managed by this role supports other relevant work in the Council and wider community. Developing and implementing opportunities to work more effectively with partners.	Organisational Skills  Collaboration Skills  Negotiation Skills  Relationship Skills	✓  ✓  ✓  ✓	

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Identifying, monitoring and achieving relevant quality standards, leading with and representing the Directorate or Service at internal and external meetings, producing reports and business cases.	Procedural awareness Organisational awareness	✓ ✓	
Create, monitor and manage the appropriate risks associated with each project, and have a lead role in reporting.	Risk management awareness.	✓	
Contribute to the ongoing development of the Planning Obligations supplementary guidance. Monitor emerging and determined appeal decisions and input in to updating the Council's position as and when required. Identify and update any associated risks logs and report back to the relevant boards.	Experience of and the ability to engage effectively with senior stakeholders (Focus on customers) Development/planning obligation experience	✓	✓
To negotiate during the assessment of planning applications and S75A applications to secure optimal arrangements for delivery of contributions (both financial and physical) without impeding the delivery of the SDA programme.	Negotiation Skills Experience/knowledge of the development industry in particular in relation to development viability	✓	✓
<p>Cascading information from the Service Manager in the with events in the Council or the Service through briefing sessions, meetings or regular informal contact.</p> <p>Assisting the Service Manager by monitoring internal attendance management and staff performance to ensure set standards are maintained or improved. Ability to initiate and manage continuous improvement.</p> <p>Ensuring new and existing staff are trained to undertake duties within the Team. Undertake training needs analysis in line with service Role Profile</p> <p>Apprise the Service Manager of any training requirements.</p>	Ability to initiate and manage continuous improvement Experience of Health and Safety Line management experience	✓	✓ ✓

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<p>Play an active role in ensuring the issue of health, safety and welfare of staff, including those contracted or in partnership, to deliver services on behalf of the Council.</p>			
<p>Undertaking all other duties as required for the role. Duties will be in line with the grade.</p>			
<p><b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b></p>			
<p><b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>			
<p><b>Additional Information</b> – the following information is available:</p>	<p><b>Expected Behaviours</b></p>		
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>		