

LEAD PROFESSIONAL (STRATEGIC DEVELOPMENT)				Purpose			
Reference No.	A4665	Type	Individual	To efficiently and effectively project manage the determination of large scale complex applications working closely with the development industry to find creative solutions to issues and deliver results by landing significant investment of strategic importance across Fife, ensuring they provide the necessary supporting infrastructure.			
Service	Planning Services						
Job Family	Professional 3	Grade	FC9				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
To determine large scale complex planning applications including Major application, EIA applications and SDA/SLA related applications. This will involve providing pre-application advice to assessment of planning applications and through to delivery of developments on the ground, including the timely collection of contributions from developers and delivery of infrastructure required to support developments.				Educated to SCQF level 10, which includes an Honours Degree in a relevant subject or equivalent	✓		
				Chartered Membership of the RTPI	✓		
				Project or Programme Management Qualification		✓	
				Leadership / Management Qualification		✓	
				Experience in dealing with complex applications and negotiating developer contributions	✓		
				Ability to provide a regular and effective service	✓		
To determine large complex applications and ensuring planning decision as legally sound and competent and being able to balance a multitude of complex planning matters, setting this out in a clear and concise manner in reaching a thorough balanced recommendation. To secure appropriate developer contributions and work towards				Experience of and the ability to engage effectively with senior stakeholders (Focus on customers - See 'How We Work Matters' Framework)	✓		

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delivering both the mitigation that is unique to the proposal as well as to the strategic interventions, through the determination process.	Experience of defending the Planning Authority when challenged on complex planning and Section 75 related matters.	✓	
To input to the review of the Local Development Plan to ensure it continues to support the delivery of new housing and economic growth	Knowledge of the Development Process, Development Finance and the impact of site constraints on Development Viability	✓	
To ensure that all financial contributions are justified and defensible and meet the relevant tests for which the contribution is required.	Experience of successfully construct planning arguments to defend the position of the Planning Authority (Deliver results) Knowledge & understanding of the opportunities arising through digital and emerging technologies Risk Management Qualification or Experience of Managing Risks	✓	✓ ✓
To lead with negotiating with developers during the assessment of major and complex planning applications to secure optimal arrangements for delivery of contributions (both financial and physical) without impeding the delivery of the SDA/SLA programme	Negotiation Skills Significant experience of dealing with major and complex planning applications Understanding of Development Viability	✓ ✓ ✓	
Providing regular updates to the Strategic Development Manager in relation to matters affecting both the SDA/SLA programme and other related developments of strategic significance. This may include presenting papers to Council Boards, Committees and Members in relation to the developments in question.	Presentation Skills Experience of Reporting and presenting to Boards or Committees Communication Skills, both written and verbal	✓ ✓ ✓	
Deputise for the Strategic Development Manager on the Local Review Body and/or Planning Committees as an when required.	Knowledge of the Local Review process Experience of Advising Members on planning matters in a formal Committee setting.	✓ ✓	

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Assist the Strategic Development Manager in the delivery of professional training for the Planning Service in relation to processing of planning applications, the use of Section 75 and Section 69 Agreements and the Local Review, Appeals and Judicial Review processes.	Knowledge and awareness of relevant regulation, legislation and statutory requirements	✓	
Delivering a business focused approach to Service provision while delivering and maximising the efficient and effective use of physical, financial and staff resources available.	Experience of Driving Change (Take ownership) Experience of and the ability to engage effectively with senior stakeholders	✓ ✓	
Contributing to the achievement of the key priorities and milestones set out in the Council Plan and the Service Improvement Plan, as well as other relevant national and local strategies. Delivering performance outcomes that meet Directorate and Service targets.	Leadership and co-ordination skills (Work together) Evidence of initiating and managing change to benefit customers	✓ ✓	
Ensuring compliance with statutory, regulatory and governance requirements, reporting to Strategic and other relevant Committees as part of the Council's governance framework	Knowledge of relevant regulation, legislation and statutory requirements.	✓	
Identifying and engaging with relevant services, partners and key stakeholders, implementing improvements and service changes based on issues faced by customers, and performance data.	Experience of translating complex scenarios into clear customer focussed language Experience of managing conflicting demands	✓ ✓	
Building strong relationships with colleagues across Council Services 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	✓ ✓	
Identifying, monitoring and achieving relevant quality standards, representing the Directorate or Service at internal and external meetings, producing reports and delivering presentations	Report Writing Skills Presentation Skills and Confident Delivery Style	✓ ✓	
Recognising and using from customer feedback to assist in continually improving the quality of services delivered and identifying improvements to policy or practice.	Customer service skills Evidence of initiating and managing change to benefit customers	✓ ✓	

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Managing change with Service Managers, the Strategic Development Manager, employees and external partners as required. Report to different strategic/management groups as necessary.	Experience of working with partners in both public and private sector	✓	
Improving the quality of customer processes to make it easy and efficient for customers to interact with the Planning Service.	Experience of process improvement and the use of LEAN or Agile tools in the public sector Experience interpreting complex performance data		✓ ✓
Linking with national public and private sector organisations to ensure Fife shares and benefits from best practice elsewhere, e.g. COSLA, Improvement Service and Scottish Government, , Homes for Scotland, Governing Bodies, professional bodies.	Evidence of dealing with private sector, consultants and members of the public	✓	
Improving the quality and using digital solutions to ensure customers can access the information they need, and carry out transactions quickly and easily, online, face to face, and over the phone	Experience of web, Customer Relations Management, and other relevant technologies in a customer service context (Embrace Technology and Information) Analytical skills	✓ ✓	
Engaging with customers, services and stakeholders to identify and maintain key sources of information for customers, delivering top tasks, tracking contact, and considering relevant changes to processes to deliver an effective Service.	Problem solving skills	✓	
Providing professional leadership and support to team, and others through personal and team development, coaching, performance and conduct, project work and fostering knowledge, sharing within and across teams.	Management skills Staff development skills	✓ ✓	
Ensuring strong relationships within team, offering guidance, support and direction on service delivery, professional and HR issues.	Experience of managing a team(s) and developing talent		✓
Managing the Health and Safety of employees working in buildings across Fife.	Experience of Health and Safety		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p>Before confirming appointment: 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>	
Additional Information – the following information is available	Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results