



Role Profile

STRATEGIC DEVELOPMENT MANAGER

Reference No.	A4642	Type	Individual
Service	Planning Services		
Job Family	Professional 4	Grade	FC10

Purpose

To manage the delivery of the identified FifePlan Strategic Development sites and other significant strategic projects across Fife, including managing the finance and programming of the identified necessary supporting infrastructure.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

To drive forward the delivery of the SDA programme from 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.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

	E	D
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	✓	

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To monitor and review the effectiveness of FC policy in relation to the calculation of developer contributions and bring forward proposals for amendments as part of the forward planning process, through the review of the Local Development Plan and associated guidance	Experience of and the ability to engage effectively with senior stakeholders (Focus on customers - See 'How We Work Matters' Framework) Experience of policy formulation and monitoring delivery of desired outcomes	✓ ✓	
To monitor the effectiveness of the FifePlan development land supply and 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 design and implement processes and procedures to ensure that all financial contributions are managed and disbursed to the spending Service to secure the delivery of infrastructure in accordance with the original planning purpose for which the contribution was obtained.	Experience of translating strategy into deliverable plans (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 programme	Negotiation Skills Significant experience of dealing with major and complex planning applications Understanding of Development Viability	✓ ✓ ✓	
Providing regular reports for Council Boards, Committees and Members in relation to the funds available, programmed work and completed infrastructure.	Presentation Skills Experience of Reporting and presenting to Boards or Committees Communication Skills, both written and verbal	✓ ✓ ✓	

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Leading on the arrangements for the Assessment of Planning Review Cases, including providing planning advice to the Local Review Body and implementing the Decisions reached by the LRB	Knowledge of the Local Review process Experience of Advising Members on planning matters in a formal Board or Committee setting.	✓ ✓	
Leading the design and 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	✓	
Preparing and managing budgets and delivering agreed savings and efficiencies, ensuring compliance with Council financial regulations.	Experience of preparing budgets and managing finances to meet budget expectations		✓
Leading 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)	✓	
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	✓ ✓	

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Using learning from customer feedback to continually improve the quality of services delivered and identifying improvements to policy or practice.			
Managing and analysing performance levels for the relevant functional area. Developing and implementing solutions for continuous improvement to team performance and the performance of Services across the Council.	Customer service skills Experience of Managing Performance	✓	✓
Managing change with Service Managers, 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	✓	
Contributing to the wider development of the Service and Directorate as a member of the Service Management Team.	Experience of Driving Change Evidence of initiating and managing change to benefit customers		✓ ✓
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	✓	

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Leading and managing a designated team or function, making sure that strategies and priorities are set, service levels and customer satisfaction are continually improved, and work-plans deliver to agreed priorities.	Leadership skills	✓	
	Team building skills	✓	
Providing professional leadership and support to team, and others through personal and team development, coaching, managing attendance, 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.			

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

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.

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Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results