

<b>LEAD OFFICER (POLICY &amp; PLACE)</b>				<b>Purpose</b>			
Reference No.	SS1187	Type	Generic	<p>Support and assist the Service Manager in ensuring the effective organisation and delivery of the statutory and non-statutory, technical, professional and operational standards to achieve the requirements of the team and the Service.</p> <p>Lead on identified work areas on a day to day basis including supervision and performance management of other staff.</p> <p>Develop and implement new initiatives, ensuring liaison and collaboration in order to consistently deliver high quality customer focussed services.</p>			
Service	Enterprise & Environment, Planning Services						
Job Family	Professional 3	Grade	FC09				
<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>Carrying out and co-ordinating the full range of activities relating to development planning including:</p> <ul style="list-style-type: none"> <li>Local Development Plan preparation, project management, and implementation;</li> <li>Policy development, monitoring, and review;</li> <li>Discussions and negotiations with developers and agents, partner agencies, and external organisations;</li> <li>Organising, arranging, and attending public consultation and engagement events;</li> <li>Contributing to development planning examination and appeal work including submission of statements;</li> <li>Responding to consultations affecting planning policy and practice;</li> </ul>				<p>Educated to SCQF level 9 which includes a Degree in Town and Country Planning or equivalent.</p> <p>Relevant professional post qualification experience gained as a Chartered Member of the RTPI.</p> <p>Experience of preparing development plans and policy.</p> <p>Ability to provide a regular and effective service.</p> <p>Experience of working to tight deadlines and responding quickly to changing demands (Deliver results)</p>		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

## Role Profile

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<ul style="list-style-type: none"> <li>Preparing committee reports and management of committee agenda preparation.</li> </ul>	Knowledge and awareness of relevant regulation, legislation and statutory requirements.  Experience of research, information gathering and analytical skills	✓	✓
Supporting the Service Manager to ensure that set vision, policy, strategies and priorities are delivered, monitored/evaluated and that service levels and customer satisfaction are continually improved.	Organisational skills and the ability to prioritise workload (Take ownership.)	✓	
Assisting the Service Manager in developing and implementing all aspects of the Service Improvement/Action Plan.			
Delivering a customer-focused approach to service provision, consistent with the Council's corporate and service objectives and policies.	Customer service skills (Focus on customers)  Ability to develop and maintain effective relationships	✓	✓
Representing the Service at Council committees, sub-committees, community partnership groups, cross-service working groups and project teams as required.	Experience of working collaboratively with partners in both public and private sector. (Work together - See 'How We Work Matters' Framework.)	✓	
Assisting the Service Manager by ensuring the consistent application of appropriate practices, policies and standards within the team, and the maintenance of high professional/technical/operational standards.			
Attending management teams as required reporting on relevant issues and specific projects as necessary.			
Developing, with the Service Manager, new methods of working to improve service delivery and encourage best value solutions to service delivery problems.	Ability to demonstrate project work delivering efficiencies or savings.	✓	
Monitoring the operation of the team to identify trends and changes of priority for future resource planning and service delivery priorities and procedures.	Analytical and problem-solving skills to determine creative and practical solutions.	✓	
Deputising for the Service Manager as required e.g. report writing, correspondence, attendance at meetings.			
Leading on the collation and interpretation of performance indicators and other statistical information and data.			

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Assisting with the operation and control of the budget in liaison with the Service Manager. Provide information to the Service Managers for the preparation of budgetary estimates, spending profiles and plans.	Financial management skills.	✓	
Ensuring the maintenance of appropriate standards of conduct and performance, initiating formal disciplinary measures if required in liaison with your Service Manager.	IT Skills (Embrace technology and information).	✓	
Carrying out processes to service standards within the employee development and recruitment framework in line with the corporate process e.g. provide support or on-the-job coaching and contribution management.	Ability to develop and maintain effective relationships.		
Cascading information from the Service Manager to update staff in the with events in the Council or the Service through briefing sessions, meetings or regular informal contact.			
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.	✓	
Ensuring new and existing staff are trained to undertake duties within the Team. Undertake training needs analysis in line with service delivery requirements. Apprise the Service Manager of any training requirements.			
Playing an active role on the issue of health, safety and welfare of staff, including those contracted or in partnership, to deliver services on behalf of the Council.	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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<b>Job Title (Specialists Tasks)</b>			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>

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"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>