

Post Title:
West Northamptonshire Joint Planning Unit Manager

Salary/ Grade TBA

Responsible to: Chair, West Northamptonshire Joint Planning Programme Board

Responsible for:

Management of joint planning work in west Northamptonshire within allocated resources and agreed programme.

Management of staff when seconded to undertake joint planning work.

Principal Duties

- i. Lead the preparation of documents within the Local Development Framework for Daventry District, Northampton Borough and South Northamptonshire (i.e. West Northamptonshire) that are to be jointly prepared, as set out in the Local Development Scheme.
- ii. Have overall management responsibility for the West Northants Joint Planning Unit (WNJPU), be its lead officer and principal point of contact / public face at officer level and ensure a high quality of performance in the way the service is delivered
- iii. With the local planning authorities of Northampton, Daventry and South Northamptonshire to initiate production and revision of the relevant Local Development Scheme(s)
- iv. Develop and maintain a detailed Project Plan that sets out the tasks, the resources to carry out these tasks, the timetables for this work and the required outputs to be met.
- v. Liaise between the three local planning authorities and other partner authorities/organisations to agree the financial and staffing resources required, including staff secondments.
- vi. With the local planning authority chief planners, to co-ordinate work programmes, particularly in relation to the other LDF work of the local planning authorities, and secure their delivery to an agreed timetable.
- vii. Maintain control of the WNJPU budget in accordance with agreed levels of expenditure and to contribute to the review of the budget.
- viii. Produce monthly reports to the Joint Programme Board setting out progress against the programme and an updated risk matrix and mitigations.
- ix. Develop and put in place a Communication Plan and actions to achieve key project messages.

- x. Attend West Northamptonshire Joint LDD/ LTP Steering Groups, Joint Programme Boards, and other committees as necessary, and lead on the presentation of reports prepared by the WNJPU.

This job description only describes the principal duties and does not describe in detail all the duties relating to this post.

Person specification

Attributes	Essential	Desirable
Relevant experience	<p>Experience of working as a town planner including working at a supervisor / management level, the majority of which should have been related to planning policy work.</p> <p>Substantial experience of project management, motivating and leading people in a professional team situation.</p> <p>Proven track record in strategic planning.</p> <p>Experience of managing community engagement/consultation work, and of contact with elected members.</p>	
Education and training	To degree level or equivalent.	A project management qualification.
Specialist knowledge and skills	<p>Thorough understanding of development planning processes and legislative background.</p> <p>Strong leadership and excellent management qualities.</p> <p>Ability to communicate effectively with key players in the public and private sectors, elected members, representatives of voluntary and community organisations, and individuals.</p> <p>Excellent written communication skills.</p> <p>Ability to think laterally to develop solutions to complex development issues.</p> <p>Ability to manage, co-ordinate and process complex and competing workloads to tight deadlines, including those of the staff team.</p> <p>Ability to manage within pre-determined financial targets.</p> <p>Ability to motivate, supervise and mentor members of the team.</p> <p>Aptitude for information and communication technology.</p> <p>Experience of working on development plans including co-ordinating work on public examinations/local plan inquiries.</p>	<p>Current and emerging best practice in spatial planning.</p> <p>Experience of joint working in relation to planning or can demonstrate an understanding of the complexities involved in joint working in planning</p>
Other requirements /	UK driving licence or a driving licence that entitles the holder to drive in the UK.	

special conditions	Access to a car or the ability to travel to different locations. Some evening or weekend working will be required.	
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