



**Broxtowe
Borough
COUNCIL**

HEAD OF PLANNING AND ECONOMIC DEVELOPMENT

APPLICATION PACK



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APPLICATION PACK

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Introduction from Ruth Hyde OBE, Chief Executive

Thank you for showing an interest in this important position.

Housing and Business Growth are two of Broxtowe Borough Council's top priorities. We have ambitious house building plans, and are founder members of the emerging East Midlands Development company, having Toton, the site of the proposed HS2 East Midlands hub station within our area. We have submitted a Towns fund bid for Stapleford, and are developing "levelling up" bids for Eastwood and Kimberley. Relationships between elected members and officers are very good and are a key aspect of the Council's success and one of the reasons why the Council is held in high regard.

As you will see from the job profile, the post has a wide range of responsibilities across the planning and economic development management spectrum. You will also be involved in corporate management issues, becoming a member of the senior management team.

This is a great opportunity for a qualified Planning and economic development professional to lead a committed team in delivering a high quality service. The continuing changes faced by local government will mean that the post holder will be expected to play a key role in guiding officers and members through the challenges that lie ahead. Key opportunities include:

- Helping to ensure our strategic plan making and policy making is up to date
- Developing a new core Strategy for the next period, supporting the Neighbourhood plan making process and the development of new planning guidance to promote our carbon reduction ambitions
- Support the economy to recover from Covid 19 by creating and implementing economic recovery plans and a new Economic development and regeneration plan for Broxtowe
- Working to implement with partners the vision for the area of strategic growth around Toton
- Winning resources through successfully bidding for funding and developing and implementing creative plans to regenerate the towns of Stapleford, Eastwood and Kimberley within our area.

If you join us, you will receive an excellent employment package and the opportunity to develop your career.

We need someone who has the creativity, drive and enthusiasm to continue taking the Council forward. If you feel that you have the credentials for this role, then we look forward to hearing from you.

If you would like to discuss the role further, please contact me on 0115 917 3255 or ruth.hyde@broxtowe.gov.uk.

Ruth Hyde OBE

ABOUT BROXTOWE

Our Borough

Ideally placed in the heart of England, Broxtowe has a unique landscape which maintains a rich diversity of rural and urban features. We occupy a narrow stretch of land covering 8,055 hectares in South Nottinghamshire. The City of Nottingham borders much of the eastern and southern boundaries of our borough; to the north lies the Nottinghamshire district of Ashfield and to our west the Derbyshire boroughs of Erewash and Amber Valley. Our relatively small size makes us one of the most densely populated councils in the East Midlands.

Two thirds of our borough is open countryside and the main centres of population are Beeston and Stapleford in the south and Eastwood and Kimberley in the north. We have a population of around 110,000 with 48,000 households. Transport links by road and rail are good and we enjoy a wide choice of housing in town and country locations, excellent leisure and recreational amenities and employment opportunities in a wide range of sectors.

Our Council

We are a large local employer with nearly 500 employees and led by a corporate management team consisting of all the Statutory Officers Chief Executive, (Head of Paid service) Deputy Chief Executive (section 151 officer), Executive Director, (CIO) and Monitoring Officer, each of whom has their own departmental responsibilities.

Our offices are mainly located in Beeston and we have a purpose built depot at Kimberley. Bramcote Crematorium is owned and operated jointly with Erewash Borough Council. We operate 3 leisure centres at Bramcote, Chilwell and Kimberley, and the D H Lawrence birthplace museum through a Teckal Company.

We have 44 elected councillors representing 20 wards and they provide strong links to our communities. In addition, we have 9 parish/town councils. Broxtowe Borough Council has a committee system which includes a number of portfolio holders who lead our work, one of which leads on jobs and Economy and another of whom leads the Committee which determines planning applications. Our Corporate Plan ensures that we are focused on delivering high quality services which are value for money and which provide tangible benefits for local people.

The Council is committed to partnership working as we believe that better services can be provided by working together.

CORPORATE PLAN AND CURRENT CHALLENGES

The Council's Corporate Plan covers the period 2021-24.

Our Vision is:

A greener, safer, healthier Broxtowe where everyone prospers

Our Values are:

- Integrity and professional competence
- A strong, caring focus on the needs of communities
- Continuous improvement and delivering value for money
- Valuing employees and enabling the active involvement of everyone
- Innovation and readiness for change

Our Priorities are:

- **Housing:** A good quality home for everyone.
- **Business Growth:** Invest in our towns and our people
- **The Environment:** Protect the environment for the future
- **Health:** Support people to live well.
- **Community Safety:** A safe place for everyone.

Each priority has a number of more detailed objectives. The corporate plan is available on our website on the following link:- <https://www.broxtowe.gov.uk/about-the-council/strategies-plans-policies/corporate-plan/>

All local authorities have faced financial challenges, as spending constraints imposed by Central Government have been imposed, and have faced the challenge of responding to the coronavirus pandemic. Broxtowe Borough Council has risen to this challenge by endeavouring to

- Support our community to claim the benefits they are entitled to and support them to manage debt and maintain financial independence, whilst supporting the most vulnerable and maintain public safety
- Attract external investment and work in partnership to win resources to improve our area
- become more commercially aware (we have employed a Commercial Manager, developed a Commercial strategy, and generated new income streams through implementation of new business ideas)
- Share services where appropriate (we have avoided cost or reduced cost through a range of shared services some of which we lead and some of which we buy in from other authorities)
- Control expenditure (we have reduced costs through a wide variety of management activity including through the use of digital technology) but have tried to preserve employment and avoid compulsory redundancy

- Dispose of surplus assets and invest in assets which provide a financial return and increase employment opportunities
- Increase controllable income
- Change delivery models (we created a private company which we wholly own for the delivery of leisure services and our DH Lawrence birthplace museum)

The delivery of our Business Strategy over recent years has enabled us to reduce our net expenditure significantly, but we know that new challenges lie ahead, so we need new ideas and the active input of all employees as we continue to respond to the economic challenges.

We are modernising the way we work, and have pioneered “new ways of working” investing significantly in our working environment. This has supported paperless working, more flexible/home working, environmental gains and productivity improvements.

The Management structure of the Council is shown on P9 and the structure of the services under the management control of the head of planning and economic development are shown on pages 10-12.

HEAD OF PLANNING AND ECONOMIC DEVELOPMENT

£52,368 to £57,604

Based in Beeston, Nottingham

Broxtowe Borough Council is looking for an individual who will exercise strong and competent professional leadership for our Planning and Economic Development services. This post offers the chance to play a key part in the development of the most exciting major development opportunity in the East Midlands in the coming decades, a major hub of which is located within Broxtowe's area; the opportunity to both win resources for and develop creative plans and projects for investment in our area, and work with partners and developers to achieve our ambitious house building plans. You will need to be politically sensitive, a good people manager, have plenty of energy stamina and creativity.

We're looking for an individual who has experience in:

- Developing plans policies and strategies for place making
- Managing the administration and determination of planning applications
- Winning resources to advance economic prosperity within a local area
- Project implementation of large schemes.
- People management and
- Working successfully with Politicians

The ideal candidate would be:

- A respected and competent professional planner
- A creative person who overcomes problems and barriers
- Someone who represents our GREAT values and behaviours
- A team player, a good partner and a respected manager

What you need to know:

This role requires extensive community involvement, political engagement through the democratic process and carries a requirement to work outside normal office hours

As part of the interview process psychometric testing and associated tests will be involved

Please contact ruth.hyde@broxtowe.gov.uk for an informal chat about the role if you might find that helpful.

Please go to www.broxtowe.gov.uk for further details about the post, the recruitment process and how to apply. **Please note that CVs will not be accepted.**

Alternatively, an application pack can be obtained by contacting the recruitment team, Human Resources Division on 0115 917 3372/3342.

Please quote reference no: P97

Closing date: Friday 28 May 2021 at 5.00pm

On-line assessments to be completed by candidates: 9-11 June 2021

Expected interview date: 15 June 2021

Why join us?

The Council values and invests in its employees who represent and live out our values

As a disability confident employer and an organisation we are committed to equal opportunities, and we welcome applications from all sections of the community.

The Council embraces flexible ways of working to ensure that we can attract the best talent and experience and get the most from our employees. Whilst meeting the needs of our residents is a priority and we can't guarantee we can accept all flexible working requests, we are happy to discuss your options when you apply for a job with us.

As a Broxtowe Borough Council employee you can enjoy many benefits including a generous pension fund, loyalty awards and family friendly policies to help you balance your work and family life, as well as discounts and offers as part of our employee benefits scheme. You can read more about these at

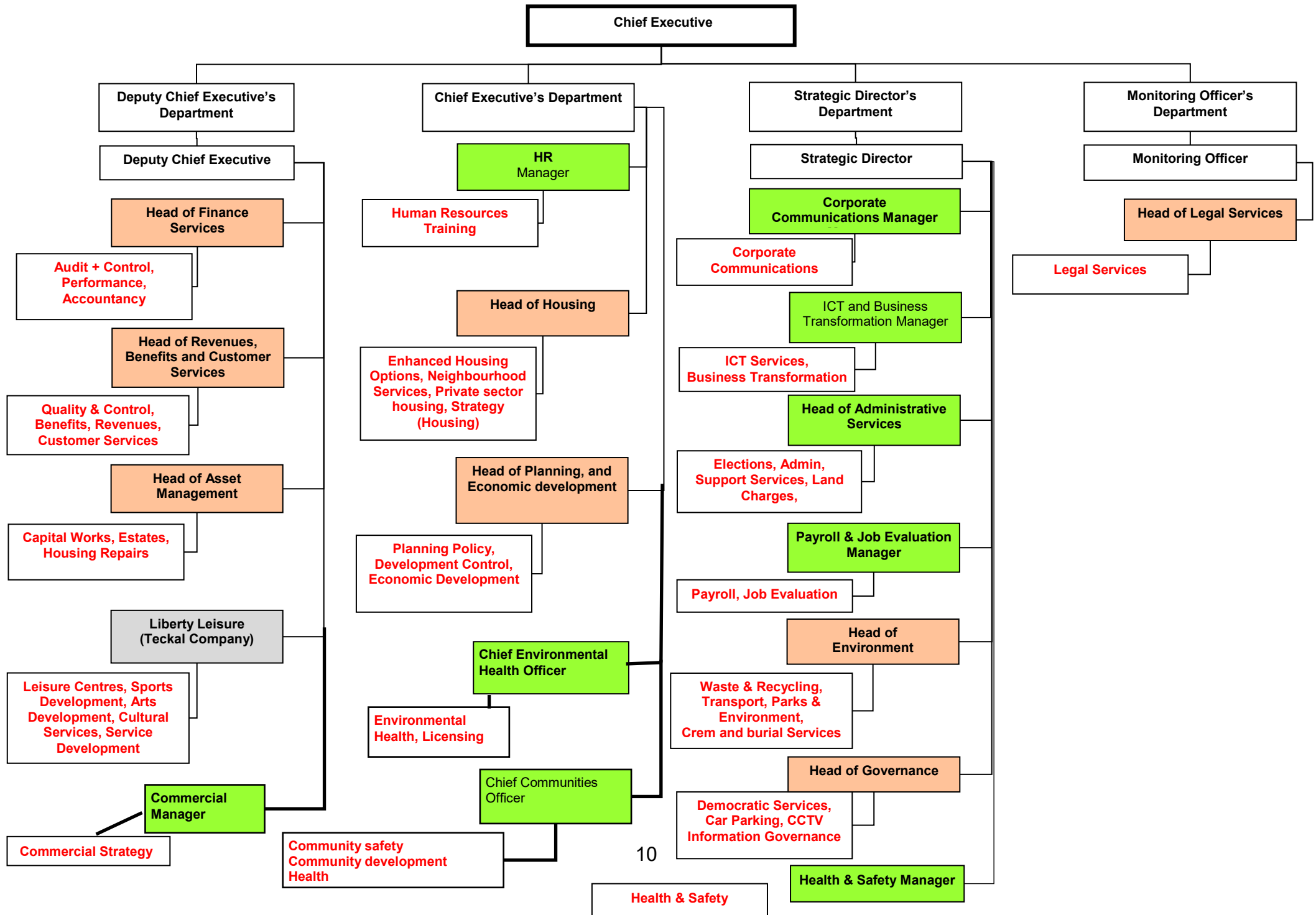
www.broxtowe.gov.uk/jobs

Recruitment Timetable

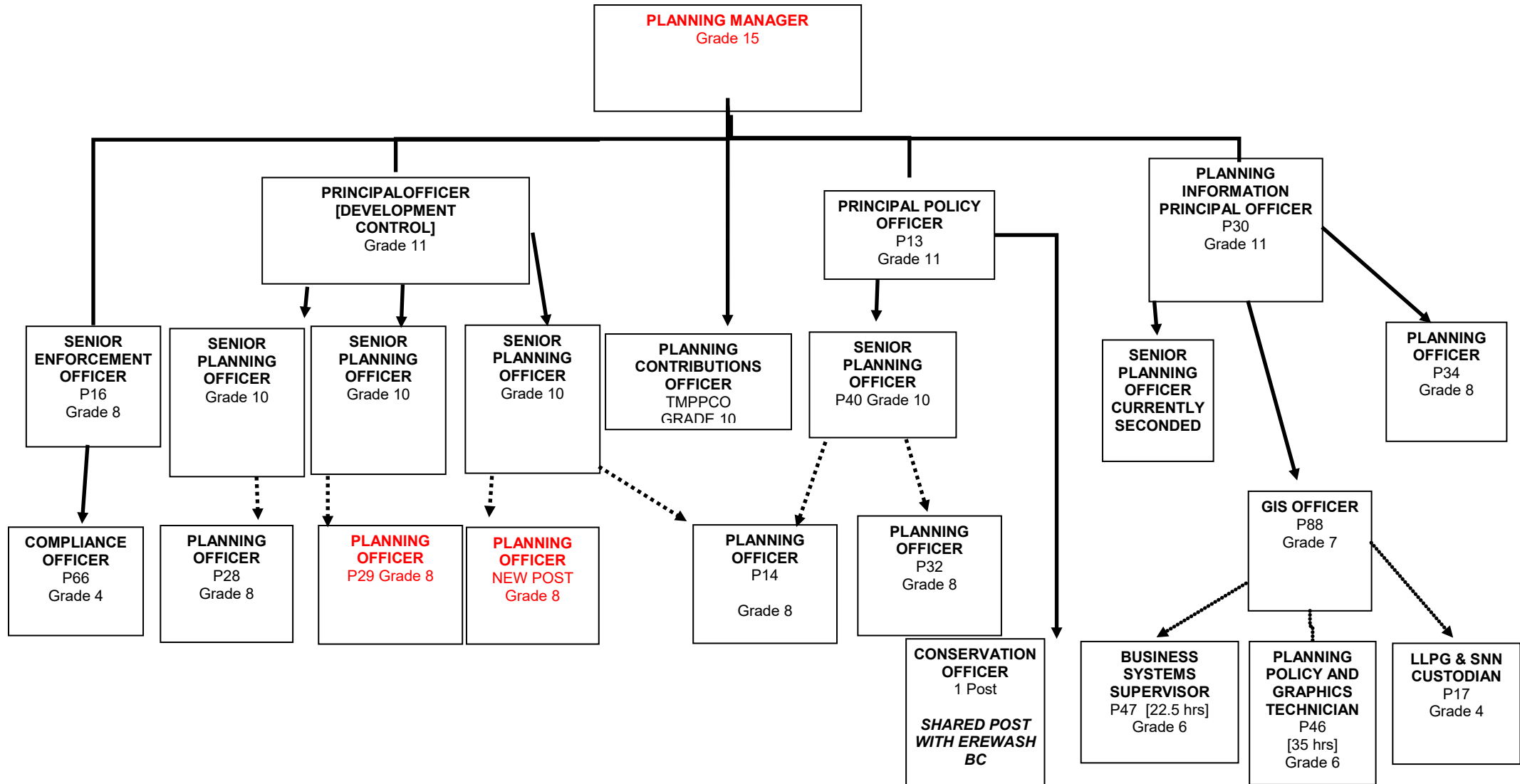
The recruitment timetable will be as follows:

28 May 2021 at 5.00 p.m.	Closing date for applications
7 June 2021	Successful shortlisted candidates to be notified by e-mail with details of next stage of recruitment process including on-line testing assessments
9-11 June 2021	On-line assessments to be completed by candidates
15 June 2021	Candidate assessment centre and interview by member appointment committee.

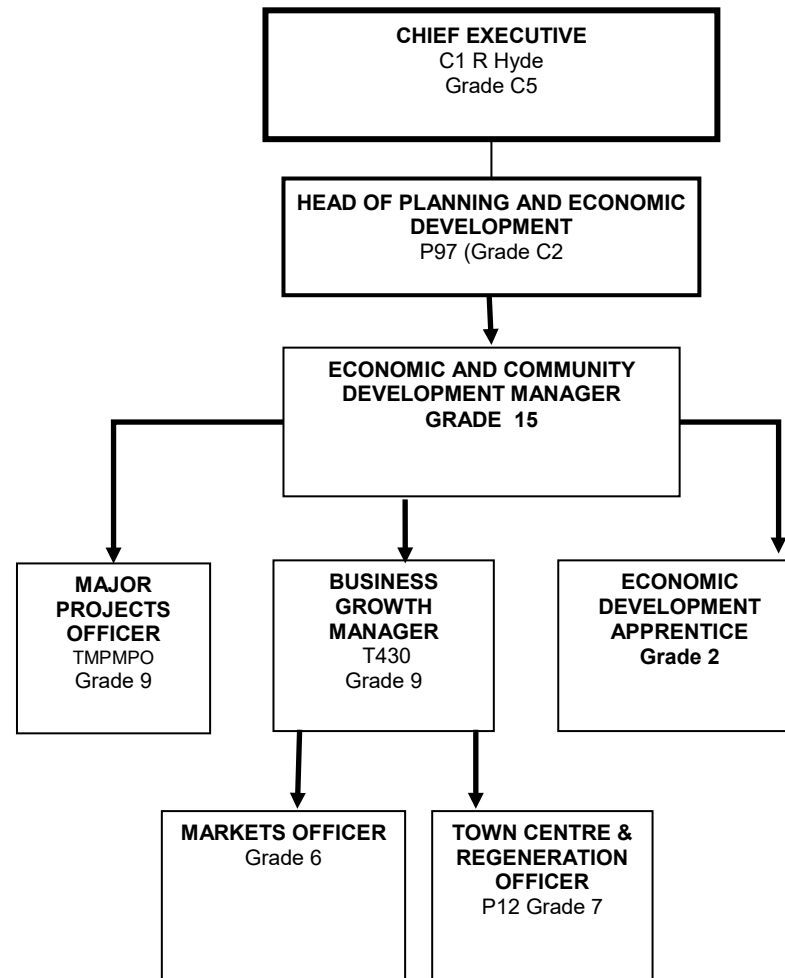
MANAGEMENT STRUCTURE OF THE COUNCIL



CHIEF EXECUTIVE'S DIRECTORATE PLANNING ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT



CHIEF EXECUTIVE'S DIRECTORATE
Planning
ECONOMIC DEVELOPMENT SUB SECTION



BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	Chief Executives Department
Division:	Planning and Economic Development
Post No & Job Title:	P97 - Head of Planning and Economic Development
Grade:	CO2
Responsible to:	Chief Executive
Responsible for:	All employees within the Planning and Economic Development Section including Planning Policy making; support for Neighbourhood planning; development control services; planning enforcement; economic development; building control, street naming and numbering; operation of land and property gazetteer function and GIS
Main purpose of the job:	To manage the creation of a planning policy framework for the Borough of Broxtowe; support the development of neighbourhood plans; ensure the efficient and cost effective processing of planning and building control applications and maximise opportunities for employment and economic prosperity within the planning system

Main Duties and Responsibilities:

Strategic

1. Oversee the timely production of local Plans including a Core Strategy in accordance with statutory requirements, and development plan documents.
2. Develop an economic development strategy consistent with the Council's corporate plan priorities and core strategy employment allocations
3. Ensure the Council's interests are represented at a senior level at important partnership and planning related groups including Greater Nottingham Joint Planning Advisory Board, HS2 working groups; D2N2 working group structures, Stapleford Towns Fund Board, proposals for the development of a Development Corporation to include the area of strategic growth around Toton East Midlands station hub, and any stakeholder engagement for levelling up bids affecting Broxtowe.

4. Ensure the drawing up of plans, strategies and service delivery plans in order to deliver the continuous improvement of services within the section.
5. Undertake equality impact assessments and preparation of equality action plans for services within the section.
6. Write reports for and attend Jobs and Economy committee and support the democratic process of decision making in relation to matters of planning policy and economic development.

Managerial

7. Manage individual performance to achieve agreed targets, quality control of planning and building control work (currently managed through Erewash Borough Council); manage absence; ensure high standards of customer care; conduct disciplinary investigations, recruit officers and ensure the services within the section operate within agreed budgets.
8. Ensure arrangements are in place in respect of recruitment, disciplinary matters, health and safety, training and development, communication and performance management of employees within the section.
9. Uphold principles of equalities in both management and conduct within the Council and in the conduct of external relationships.

Divisional/Operational

10. Working in partnership with other heads of service and the general management team, ensure the Planning and Economic development section plays a full active and positive part in achieving the Council's priorities, targets and objectives.
11. Work to ensure the availability of a five-year land supply. Maximise the use of available land for housing development; work to remove obstacles to development of land for which planning permission has been granted and work to support the council's house building delivery plans.
12. Support the development of neighbourhood plans within the borough.
13. Submit plans and proposals for funding to other agencies including the local enterprise partnership.
14. Manage the efficient and cost effective processing of development applications within the council's planning policy framework.
15. Manage the efficient and cost effective processing of development control and monitor and ensure accountability for the delivery of building control services, including keeping of proper electronic records; consultation and public engagement; writing of reports for and attendance at Planning committee; negotiation of planning agreements; and issuing of decision notices.

16. Pursue enforcement action in respect of breaches of planning and building control.
17. Manage the production of conservation area appraisals, conservation area plans and improvement action plans.
18. Ensure streets and houses are appropriately named and numbered and up to date electronic records kept within the Council's Local Land and Property Gazetteer and to update the National Land and Property Gazetteer.
19. Ensure that any government and agency statistical returns pertaining to the service areas falling within the remit of this post are completed promptly and accurately.

Advisory

20. Ensure the Council is represented at the local strategic partnership in respect of the economic development action group and other groups as required. Ensure preparation of agendas for meetings, minutes, and production and implementation of task group action plans.
21. Ensure the Council is represented at partnership meetings to ensure the Council discharges co-operation in relation to planning matters. Work in partnership with a wide range of bodies to increase employment and create opportunities for economic growth.
22. Attend and advise meetings of councillors as required including, Policy and Performance Committee, Planning and Jobs and Economy committees, examination and inquiry groups, town and parish council meetings, public meetings, and community action meetings as required. Ensure Councillors and portfolio holders are adequately briefed on the activities of the section.

Financial/Business Development

23. Work in partnership with other local authorities and other agencies to maximise the resources available to ensure the proper planning of the area, and its economic prosperity.
24. Prepare budget submissions for the section and ensure the section works within agreed estimates.
25. Manage the process of setting of planning and building control fees; receipt of money in respect of planning and building control fees, and ensure efficient online application systems are operational.
26. Oversee the marketing of building control services to ensure the service remains financially viable.

Other Duties

27. Undertake such other duties and responsibilities that are of a similar level of responsibility as may be determined by the Chief Executive from time to time.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Duties will include attendance at evening meetings and/or work outside normal office hours.

RESTRICTIONS

This is a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of the Head of Planning and Economic Development post but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.

PERSON SPECIFICATION
HEAD OF PLANNING AND ECONOMIC DEVELOPMENT

Specification Type	Requirements	E/D	Measure
Personal Skills	Ability to lead and motivate employees	E	1,3
Personal Skills	Ability to work professionally in a political environment. Advanced diplomacy skills and sensitivity.	E	1,3
Personal Skills	Ability to manage conflict. Suggest compromises and achieve resolutions whilst maintaining trust and confidence	E	1,3
Personal Skills	Team worker able to play an active part within the departmental management team.	E	1,3
Personal Skills	Good communicator both orally and in writing.	E	1,2,3
Personal Skills	Ability to think strategically, develop plans policies and strategies, and to implement these.	E	1,2,3
Personal Skills	Partnership working skills. Able to influence and work constructively in partnership with external agencies in the interests of the council and its community.	E	1
Personal Skills	Able to lead by example in the management of equality and diversity issues to ensure the council does not unlawfully discriminate in service delivery	E	1,2,3
Work Experience	Management experience preferably in the field of Planning or economic development	E	1,3
Work Experience	Experience in improving performance and delivering service outcomes.	E	1,3
Work Experience	Experience in managing change and transformation activities in order to save money and improve service to residents.	E	1,3
Work Experience	Experience in being innovative and creative in identifying new ways of doing things to achieve progress in achieving the council's objectives.	E	1,2,3
Work Experience	Experience in engaging with residents and stakeholders on contentious and difficult issues. Listening and responding to feedback and translating that into policy changes where appropriate	E	1,2,3
Work Experience	Experience in managing absence, conducting disciplinary investigations, coaching and mentoring to encourage employees to reach their potential.	E	1,2,3

Specification Type	Requirements	E/D	Measure
Work Experience	Experience in preparing budget estimates, and managing services to remain within agreed budget limits.	E	1,2,3
Work Experience	Experience in writing reports to convey information simply concisely and clearly	E	1,2,3
Work Experience	Experience in problem solving to deliver development and growth, identifying and overcoming obstacles and delivering solutions	E	1,2,3
Work Experience	Experience in networking to gather ideas and information and identify good practice	E	1,2,3
Work Experience	Experience in managing multiple priorities and achieving tight deadlines	E	1,2,3
Attainments/Qualifications	Educated to degree level or equivalent in Planning or Economic Development	E	1,4
Attainment/Qualifications	Management qualification	D	1,4
Attainments/Qualifications	Evidence of continuous professional development	E	1, 4
Attainments/Qualifications	Membership of a relevant professional body, preferably the Royal Town Planning Institute	E	1,4
Specific Skills	Confident user of new technology and a variety of software products.	E	1,2
Special Requirements	Representing the council at external events and meetings from time to time	E	1
Special Requirements	Ability to work in the evenings when required, attending public meetings, meetings of town and parish Councils, meetings of Councillors, and official engagements.	E	1
Special Requirements	Ability to respond in case of emergency either personally or by organising alternative representation to ensure the council responds appropriately in emergency situations.	E	1.
Special Requirements	Ability to travel to fulfil the demands of the position.	E	1

Car Allowance:

This post carries a designated car. user status

E/D:

Essential (E)
Desirable (D)

Measure:

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]

EMPLOYMENT PACKAGE

Post Title **Head of Planning and Economic Development**

Location **Council Offices, Beeston**

Salary **£52,368 - £57,604**

Grade **CO2**

Working Arrangements

The working week is nominally one of 37 hours. However, the seniority and nature of the post will necessitate the working of additional hours for which there will be no additional payment. The grading of the post takes account of the requirement to work outside of the normal working week.

There will be a requirement to attend evening meetings.

Posts at Heads of Service and above shall devote their whole-time service to the work of the Council and shall not engage in any other business or take up any other additional appointment without the express consent of the Council.

All posts at Head of Service level and above have been evaluated using the Hay Job Evaluation scheme. A further review is currently being undertaken.

Political Restriction

This post is subject to the restrictions on political activity as defined by Local Government and Housing Act 1989

Leave Entitlement

Paid annual leave entitlement will be 32 days increasing to 35 days after 5 years' continuous local government service and 37 days after 10 years Broxtowe Borough Council service, plus 8 days' statutory holidays.

Pension

You will automatically be brought into the Local Government Pension scheme from the first day of employment

Professional Fees

This Council supports membership of professional bodies and will pay one fee per year where such membership is essential to the post.

Relocation

A relocation package may be available to the successful candidate subject necessary criteria being met. Further information is available by contacting the HR Division on either 0115 917 3552 or via email hrd@broxtowe.gov.uk.

Car Allowance

The post carries designated car user status.

It will not be necessary for the post holder to provide a car for use on Broxtowe Borough Council business; however, they will be expected to make provision to discharge their duties and responsibilities in an effective manner.

Disabled employees who are unable to drive because of their disability, but who occupy posts with the designated car user status, will be allowed to use taxis to carry out their duties where no other forms of transport are appropriate.

Posts with the designated car user status will have access to free car parking at an appropriate car park within the borough. The Council reserves the right to reallocate car park spaces at any time however, a minimum of two weeks' notice will be given wherever possible to employees regarding any change.

Posts with designated car user status will have access to the Council's car loan scheme.

Any employee who claims for a car mileage rate must beforehand, provide relevant car user details including confirmation of the MOT (if applicable), insurance and driving licence.

Brock's Benefits

The Council is pleased to be able to offer its employees a lifestyle benefits scheme which includes a wide range of discounts not available on the high street and which focus on the areas of travel, home and motoring, food and entertainment, green and ethical and high street vouchers.

Childcare Vouchers

The Council uses the Childcare plus scheme to give working parents significant tax breaks when paying for all or part of their childcare costs.

Sustainability

The Council endeavours to make a significant contribution to achieve sustainable development. In addition, the Council promotes sustainable travel to all employees through its Travel Plan.

Cycle Plus

Cycle2work is a government backed scheme to help increase access to a more sustainable means of transport. The scheme enables employees to get a brand new bike at significantly reduced costs due to tax and NI savings.

Employee Assistance Programme

The Council is proud to provide a free 24/7 counselling and support service to all its employees. The scheme provides telephone and one-to-one support on a wide range of personal or work related issues.

Family Friendly Policies

The Council is committed to supporting all its employees and has a wide range of flexible, family orientated, working related policies and practices, which are designed to provide pro-active support and assist employees in managing their work-life balance.