

JOB DESCRIPTION

POST TITLE:	Director of Place & Economy
POST NUMBER:	D02
GRADE:	£102,606 (spot point salary)
RESPONSIBLE TO:	Chief Executive
RESPONSIBLE FOR:	Place Shaping and Growth Delivery: Strategic Planning and Infrastructure Delivery Economic and Community development Forward Planning / Town Masterplanning Planning: Development Management, Building Control, Regulation & Enforcement Housing (incl statutory landlord and tenancy functions as social landlord) Homelessness, refugee and asylum support Environmental health, licensing, public health, private sector housing, community safety Emergency Planning & Response

ROLE DESCRIPTION:

This role will ensure effective and strategic oversight and management of the council as part of the leadership team. As the professional lead for place-shaping, housing and delivery it will ensure that operational requirements are delivered while supporting the leadership team and elected members with high quality strategic advice on all relevant issues – balancing strategic ambition and intent with the ability to deliver confidence in service level outcomes.

LIAISON WITH:

- The Cabinet and wider Council Membership
- MDDC Leadership Team (CEO and Directors)
- MDDC Corporate Managers and Service Leads
- Devon County Council, Town/Parish Councils, Devon District Officers and other peer/benchmarking networks
- Government Agencies and Departments, notably DLUHC and BEIS, DWP, Homes England, Environment Agency, National Highways etc
- Various external bodies incl (but not limited to) contractors, suppliers, businesses, statutory and voluntary agencies within Mid Devon and the general public.

KEY CORPORATE RESPONSIBILITIES:

As part of the Leadership team, to support the Chief Executive in the effective running of the council; providing strategic advice and recommendation to members and strategic leadership for services both within and outside the direct managerial responsibility of the post.

- 1 To provide effective leadership of the Place-Shaping functions; working with the Chief Executive and elected members to deliver positive outcomes.
- 2 To advise on ways to work with partners to increase investment locally to deliver high quality proposals and maximise gain from development-related activity so that communities feel the benefits from development.

- 3 To embed a culture of efficiency on all aspects of development management, supported by effective conditions and legal agreements, with robust enforcement as necessary – joining up the combined efforts of planning, enforcement and legal services to deliver positive outcomes.
- 4 To ensure the council maintains an up to date local plan and 5yr land supply.
- 5 To lead on negotiations around strategic infrastructure provision and the associated delivery mechanisms; commissioning delivery where required and making strategic recommendations on s106 deployment and other development funding opportunities to secure investment and delivery.
- 6 To manage the partnership arrangements on Building Control provision (with North Devon).
- 7 To directly line manage the various teams working within this part of the organisation. To oversee and assist where appropriate in the training and development of staff within the service areas of responsibility and to support the wellbeing of all staff as part of the leadership team.
- 8 To provide strategic oversight of the Council's housing service and to ensure compliance with our social housing duties; ensuring that the Council delivers excellent services as a landlord to its tenants, leaseholders and customers.
- 9 To embed a customer-focused performance-oriented culture across all aspects of delivery.
- 10 To lead and embed safe working practices and to ensure health & safety is part of the culture across operational delivery functions.
- 11 To provide effective management of all resources within the Housing Revenue Account (HRA).
- 12 To liaise with public health at county level (and beyond) to ensure delivery of local health outcomes.
- 13 To be responsible for asylum and refugee management as required under the council's relevant duties.
- 14 To lead on emergency planning and liaise with wider corporate risk and business continuity functions.
- 15 To meet regularly with Union and Employee representatives to help address staff issues and enable positive change.
- 16 To provide such reports and recommendations to committees, the Chief Executive and leadership team to enable the organisation to monitor trends and plan responses to improve the future delivery of services.
- 17 To build on existing relationships and establish new partnerships with key community groups and organisations, neighbouring authorities and public bodies to ensure corporate objectives can be met.
- 18 To embed a culture of openness, continuous improvement, learning & development throughout this directorate and across the wider organisation.
- 19 Other responsibilities as deemed appropriate by the Chief Executive – the current senior officer team divides responsibilities according to the abilities and expertise of the postholder. These are reconfigured according to the prevailing needs of the organisation and a Director may from time to time be asked to take on additional duties of an equivalent type and nature.

WORKING TIME & OTHER DUTIES:

The post holder will be expected to undertake the hours necessary to perform the role, not exceeding those as set out in EU Working Time Directive (2003/88/EC).

In order to deliver services effectively the post holder may be required to work unsociable hours and undertake tasks not specifically referred to above. Such duties, however, will be commensurate with those expected of an employee at this grade.

HEALTH AND SAFETY:

Observing the requirements of the Health and Safety at Work Act and other related safety requirements on a personal basis and to ensure that all staff operate within those requirements including full regard to the Council's Safety Policy and Safe Working Practice.

DATA PROTECTION:

Ensure that the Council complies with the Data Protection Act 1998/2018

EQUAL OPPORTUNITIES:

The Council is committed to providing equality of opportunity and has an Equal Opportunities Policy, which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Policy.

JD Version: October 2023

Approved by: Stephen Walford, Chief Executive Officer

PERSON SPECIFICATION

Director of Place & Economy

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Professionally qualified in a discipline related to the post • Substantial experience of growth, planning or development services in a large public sector organisation • Demonstrable senior management experience in local government • Experience of working with elected members at a range of levels • Experience of partnership and collaboration in a public sector environment • Significant experience of managing and leading a range of multidisciplinary teams 	<ul style="list-style-type: none"> • A recognised management qualification • Programme or project management qualification (or equivalent) • Experience of running planning or housing departments or other regulatory services • Experience of commissioning professional services • Familiarity with infrastructure delivery models and mechanisms
Knowledge and Expertise	<ul style="list-style-type: none"> • A clear understanding of relevant legislation relating to areas of service responsibility • Direct knowledge of one or more services under the post's remit. • Evidence of Continuing Professional Development in a related field 	<ul style="list-style-type: none"> • Knowledge of motivational factors and techniques. • Knowledge of change management theories.
Skills	<ul style="list-style-type: none"> • Effective leadership skills • Good communicator – of technical details and distilling relevant points to different audiences • IT literate • Good negotiating skills • Ability to operate effectively under sustained pressure to deliver against deadlines • Ability to construct clear and precise reports and presentations • Ability to motivate staff • Effective delegation 	<ul style="list-style-type: none"> • Coaching / Mentoring • Demonstrable capability in managing services outside of direct professional expertise.
Personal Attributes	<ul style="list-style-type: none"> • A commitment to Local Government and the democratic process • A high degree of political sensitivity, ability to work closely with Elected Members, Central Government and other bodies • Calm, empathetic • A commitment to team working and team ethos • Strong commitment to equal opportunities and respect and dignity at work • Resilience and drive to meet the demands and pressures of the post • Committed to equality of opportunity and understanding of diversity issues • 	<ul style="list-style-type: none"> • Ambition and aspiration • An appreciation of the unique place and character of Mid Devon

	Essential	Desirable
Special Requirements	<ul style="list-style-type: none"> • Able to travel throughout the district and beyond • Willingness to work outside normal working hours as required 	

Date: October 2023

POLITICAL RESTRICTIONS

TERMS OF APPOINTMENT AND CONDITIONS OF EMPLOYMENT

Note: This is the main text of the Local Government Officers (Political Restrictions) Regulations 1990. 'The Act' referred to is the Local Government and Housing Act 1989.

PART I – GENERAL

- 1 The appointee shall not announce or cause, authorise or permit anyone else to announce that they are, or intend to be, a candidate for election as a member of:-
 - (a) the House of Commons
 - (b) the European Parliament, or
 - (c) a local authority within the meaning of Section 21(1) or (2) of the Act.
- 2 Notwithstanding any contrary provision in their terms of appointment or their contract of employment, upon the appointee giving notice in writing to the local authority under which they hold their appointment that they wish to resign their appointment because they intend to announce or cause, authorise or permit anyone else to announce that they are, or intend to be, a candidate for election to the House of Commons at a pending election, their appointment shall terminate forthwith.
 - 2.1 For the purposes of this paragraph an election shall be taken to be pending –
 - (a) in the case of a general election, if the date proposed for the dissolution of Parliament preceding that election has been officially announced;
 - (b) in the case of a by-election, if the vacancy giving rise to that election has occurred.
- 3 The appointee shall not act as an election agent or sub-agent within the meaning of Section 67 or Section 68 of the Representation of the People Act 1983 for a candidate for election as a member of a body mentioned in Paragraph 1.
- 4 The appointee shall not be an officer of a political party or of any branch of such a party or a member of any committee or sub-committee or such a party or branch if their duties as such an officer or member would be likely to require him –
 - (a) to participate in the general management of the party or the branch; or
 - (b) to act on behalf of the party or branch in dealings with persons other than members of the party or branch in dealings with persons other than members of the party or members of another political party associated with the party.
- 5 The appointee shall not canvass on behalf of a political party or on behalf of a person who is, or proposes to be, a candidate for election to any of the bodies mentioned in Paragraph 1.

PART 2 – ADDITIONAL TERMS AND CONDITIONS IN THE CASE OF OFFICERS NOT APPOINTED UNDER SECTION 9 OF THE ACT

- 6 The appointee shall not speak to the public at large or to a section of the public with the apparent intention of affecting public support for a political party.
- 7
 - 7.1 The appointee shall not –
 - (a) publish any written or artistic work of which they are the author (or one of the authors) or any written work or collection of artistic works in relation to which they have acted in an editorial capacity; or
 - (b) cause, authorise or permit any other person to publish such a work or collection.

if the work appears to be intended to affect public support for a political party.
 - 7.2 sub-paragraph 7.1 only applies to publication to the public at large or to a section of the public; and nothing in that sub-paragraph shall preclude the display of a poster or other document on property occupied by the appointee as their dwelling or on a vehicle or article used by him.
- 8 Nothing in Paragraph 6 or 7 shall be construed as precluding the appointee from engaging in the activities there mentioned to such extent as is necessary for the proper performance of their official duties.

PART 3 – FURTHER TERMS AND CONDITIONS IN THE CASE OF OFFICERS APPOINTED UNDER SECTION 9 OF THE ACT

- 9 The appointee shall not speak to the public at large or to a section of the public in circumstances or terms which are likely to create the impression that they are speaking as an authorised representative of a political party, whether they are so authorised or not.
- 10 The appointee shall not publish any written or artistic work of which they are the author (or one of the authors) or any written work or collection of artistic works in relation to which they have acted in an editorial capacity or cause, authorise or permit any other person to publish such a work or collection in circumstances which are likely to create the impression that the publication is authorised by a political party, whether or not it is so authorised.