



Job description	
Job title	Deputy Head of Planning
Grade	PMG3
Directorate	Regeneration & Economic Development
Section/team	Development and Infrastructure / Planning & Building Control
Accountable to	Head of Planning and Building Control
Responsible for	3 x Principal Planning Officer 1 x Principal Enforcement Officer 1 x Technical Supervisor 1 x Lead Planning Policy Officer
Date reviewed	January 2025

Purpose of the Job

- To lead the Principal Planning Officers, Lead Planning Policy Officer, Principal Enforcement Officer and Technical Supervisor and support them in managing and leading the teams responsible for delivering the Council's Planning Service including Planning Policy, Development Management and Planning Enforcement under the overall direction of the Head of Planning and Building Control.
- To work with the Head of Planning and Building Control to lead the Council's response to the recent changes to the National Planning Policy Framework, the Levelling Up and Regeneration Act and any further changes to the Planning System.
- To work closely with the Head of Planning and Building Control and Group Manager, Building Control and Technical Support as part of the Planning and Building Control Management / Leadership team, to shape and influence the strategic direction of the Service.
- To work proactively and collaboratively with colleagues, partners, developers, residents, elected Members and others with an influence or interest to accelerate the delivery of the Council's Local Plan and major development and economic growth programme.
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- To ensure that the Council's delivery of planning policy, development management, and planning enforcement services demonstrates technical competence, delivers sustainable development, which is of a high quality, and provides a good service to customers.
- To ensure the delivery of an efficient and effective Planning Service, which demonstrates value for money and satisfies local and national performance indicators.
- To support the Head of Planning and Building Control in providing strategic leadership for the planning function and helping to develop and deliver the Council's corporate policy and objectives.
- To identify, explore and progress innovations in service delivery.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To lead and manage the Planning Policy, Development Management, and Planning Enforcement Teams including business planning, setting targets, monitoring performance, appraisals, and recruitment. Along with supervising / managing annual leave, flexible working, sickness, discipline and expenses claims for the teams. Responsible for the training, coaching and mentoring of Officers.
2. To deputise for the Head of Planning and Building Control in relation to planning matters and to support the Head of Planning and Building Control in providing strategic leadership for the planning function and helping to develop and deliver the Council's corporate policy and objectives.
3. To ensure that the Council fulfils its statutory requirements in relation to all planning matters.
4. To develop, contribute to and advise upon the necessary resourcing to ensure that the Council's development plan and planning policies are up to date.
5. Support the evolution of the borough's strategic planning policy framework, policy documents, planning guidance, development briefs and masterplans to define parameters to secure high-quality development, to make sites more attractive to investors, and to



accelerate the delivery of housing and economic growth in accordance with the Council's Major Development Programme.

6. To work with the Head of Planning and Building Control, and Principal Planning Officers to manage high volumes of complex strategically and politically sensitive work, to meet fluctuating and conflicting deadlines while maintaining high professional standards.
7. To ensure the efficient and professional processing of planning applications, appeals and other workloads within the team to meet customer requirements, local and national performance targets and Business Plan objectives.
8. To monitor the performance and quality of teamwork/outputs, providing coaching and support to others where necessary, to ensure the delivery of corporate and Service Plan objectives to agreed standards and budgets.
9. To provide and oversee the provision of professional advice on all Planning matters to internal and external customers, ensuring the team adopts a positive, proactive and problem-solving approach to all planning issues.
10. To ensure that matters in connection with breaches of planning control and conditions, under the provisions of the Town & Country Planning Acts and other associated legislation, are appropriately responded to in a timely manner. To prepare statutory notices as required and supervise the enforcement of planning controls where appropriate, representing the Council as necessary, including preparing and giving evidence in court.
11. To ensure high quality standards and consistency in the provision of professional advice at all times.
12. To ensure that the preparation of planning application reports and other items for Planning Committee are to a high standard and on time and, to provide robust advice to the committee on planning matters.
13. To present reports to Members, stakeholders and/or other officers, demonstrating effective communication skills. To represent the Service at Committee meetings, internal meetings and externally giving professional advice on planning and development issues, demonstrating the highest commitment to customer care and corporate priorities. To work on occasion out of hours, attending Planning Committee, Town and Parish Council and other public meetings as required.
14. **To keep abreast of and advise others in the team about changes to legislation, circulars, best practice and case-law relating to Development Management, Enforcement and Heritage and Urban**



Design. To ensure continued personal professional development and of the team, to meet changing service needs. To take an active part in the delivery of training to the team and Councillors.

15. To ensure that the team responds efficiently and effectively to enquiries and complaints.
16. To understand the strategic framework, policies, decisions, and political objectives including the environmental, economic, and social context behind individual major projects and programmes.
17. To have a clear understanding of the role of elected members and officers in the preparation of planning policy documents and the Development Management process. To understand the needs and expectations of internal and external customers including service departments and partner organisations.
18. To make recommendations on the implementation of appropriate systems and processes and subsequently oversee their successful implementation, to ensure the delivery of an efficient and effective service in the context of resource pressures.
19. To ensure developments proceed with proper compliance with planning conditions, supported by efficient enforcement responses when required.
20. To be responsible for regular team briefing sessions and PR&D's and to communicate timely and concise information to all team members.
21. To ensure that benchmarking with other internal and external organisations and bodies is undertaken so that potential opportunities for improvement are identified and any changes, to service delivery, recommended and thereafter, where agreed, implemented.
22. To support the Technical Support Supervisor in managing his/her team to ensure accuracy in the charging of planning fees and other charges and in validating applications and issuing decisions.
23. To develop and work in Partnership with both internal services and external organisations to deliver and maximise inward investment in the Borough.
24. To represent the Council at City Region meetings as the lead on Planning Policy issues and to deputise for the Head of Planning and Building Control at City Region meetings as required.
25. To assist with the identification and implementation of improvements and the implementation of cultural changes within the Service in order to maximise efficiencies and effectiveness. To identify new ways of



working to improve efficiency, maximise use of ICT and ensure the team respond positively to customer demands and expectations and market conditions.

26. To ensure that planning and related applications are processed efficiently and that decisions are made in accordance with local and national planning policies. To proactively monitor and report on performance from the team, addressing issues in a timely and appropriate manner.
27. To ensure that effective monitoring and enforcement processes are in place and working appropriately in order to meet corporate and customer expectations.
28. To investigate and implement new methods of fee earning for the service. To ensure that Developer Contributions are received on time through overseeing the monitoring of S106 agreements.
29. To work flexibly to contribute to corporate and directorate priorities as required by the Head of Planning and Building Control.
30. To jointly work with the Group Manager, Building Control and Technical support in order to ensure effective joint working between the planning and building control teams and the maximisation of new opportunities and income for the Building Control team.
31. In terms of financial management:
 - To support the delivery of services that provide demonstrable value for money and maintain records of financial management that can be used to provide evidence to this effect.
 - To support the effective use of Council land and assets that falls within the remit of the major development team.
 - To support the team in accessing external funding opportunities. This will include producing expressions of interest, writing bid and managing resulting resources
 - Effectively commission and manage any consultants who are required to assist in the preparation of the Council's planning policy evidence base.

Health and Safety

- To ensure suitable and sufficient risk assessments are carried-out considering employees capabilities.



- To undertake appropriate and up to date training in the use of any equipment required in order to discharge the duties and responsibilities of the post.
- To use equipment as instructed and trained.
- To inform the Head of Planning and Building Control of any breach of health and safety issues or indeed of any situations or events which it is considered could place individuals in danger.
- To ensure that staff are aware of the issues of lone working and provide necessary training or advice.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.
- As a senior officer, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, participation in our emergency duty officer rota, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.