**Manchester City Council**

**Role Profile**

**Principal Planning Manager, Grade 10**

**Planning, Growth and Development**

**Reports to: Deputy Director/ Section Planning Manager**

**Job Family: Technical**

**Key Role Descriptors**

The role holder will provide effective management and coordination of a team within a designated area who are responsible for delivering a high quality professional service to a wide range of customers and stakeholders.

The role holder will work closely with key stakeholders to develop effective partnerships, linkages and greater coordinated working with other Council services and key agencies to ensure that teams contribute to the delivery of key outcomes and priorities for the city. This includes ensuring the use of the legislative framework to support the quality agenda and the climate change emergency amongst others.

With a clear focus on outcomes, the role holder will ensure the team is highly responsive and through the establishment of a performance framework meets all targets whilst protecting the Council from both reputational and financial risks that exist in this area of specialism.

**Key Role Accountabilities:**

Manage and coordinate a highly professional and technical; team, ensuring that employees and resources are deployed effectively and that the team is focused on the delivery of key council objectives.

Motivate and develop team members through effective performance management against key performance indicators, including the training and development of all staff.

Recognise the wide range of specialist knowledge in the team and develop and implement effective knowledge transfer plans where appropriate.

Work effectively with service managers and teams to develop linkages with and participate in activities that involve stakeholders, members and the local community in decision making.

Work closely with other leads from across the Council to identify needs and priorities, to develop a sustainable and customer focused service.

Support the Director and Deputy Director on major projects and delivering the development management function. This includes attendance and presentation at the relevant Committee of the Council, act as the Council’s witness at Public Inquiry, other appeals and in Court.

Work closely with other service managers to ensure efficient processes and systems are in place in order to effectively deploy staff resources to meet service delivery needs across the service. Ensure that appropriate systems are in place and are used effectively to record, retain and enable the sharing of data and that all activities are auditable.

Be accountable for managing and monitoring budgets in accordance with policies, service priorities and financial targets and forecasting resource requirements as appropriate.

Be proactive in identifying and supporting the implementation of change, modernisation and improvement in support of organisational strategies.

A strong and clear advocate for the organisation’s ***m people*** approach.

Demonstrate personal commitment to continuous self-development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the roleholder is disabled, every effort will be made to supply all the necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If however, a certain task proves to be unachievable, job redesign will be pursued.**

**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other

**Generic Skills**

* **Communication Skills**: Speaks fluently and writes articulately, expresses opinions, information and key points of an argument clearly, makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.
* Ability to motivate others through building effective relationships and gaining their full support for achieving outcomes.
* A skilled communicator in terms of the political/ officer interface who exhibits integrity and creates rapport, trust and confidence.
* **Analytical Skills:** Demonstrates the ability to apply analytical and logical thinking to gathering and analysing information, designing and testing solutions to problems, and formulating plans.
* **Planning and Organising:** Excellent time management skills to ensure work of team/service completed within deadlines and to agreed standards.
* Sets clearly defined objectives, plans activities and projects well in advance and takes account of changing circumstances; identifies and organises resources and manages time effectively monitoring performance against milestones and deadlines.
* Ability to turn strategic ideas and objectives into practical, well organised plans.
* **Problem Solving and Decision Making:** Ability to react to immediate problems of a highly complex nature with associated risk factors and deliver pragmatic solutions sometimes under extreme pressure.
* Uses creative ability to find solutions and whilst considering policy and procedure is also confident in adopting (and justifying) novel or non standard approaches.
* **Strategic Thinking:** Excellent planning skills and ability to link strategy to policy which meets both internal and external requirements.
* The ability to translate vision into strategy and strategy into action.
* A focus on long- term as well as short-term objectives, ensuring alignment between tactics (who and how) with strategy (what and when).
* **Policy Skills:** Leads the monitoring of policy performance, ensuring ongoing political buy-in and support and actively resolving delivery problems.
* Builds collaborative and trusting relationships with decision makers.
* Lead in the design of delivery frameworks and key performance indicators.
* **Financial Management:** Ability to plan forecast and monitor expenditure against budget, investigate variances and take timely action to address significant deviations.
* Ability to work confidently with financial data when making decisions: interpret trends, issues and risks in routine financial appraisals.
* Resource and financial management skills, including resolution of conflicting priorities, formulating budgets, rigorous monitoring and control procedures.
* **People Management:** Effective development, management and motivation of staff within service area, providing leadership and planning for the work of a service based function or Council wide team. Establishes clear targets and monitors progress to ensure continuous improvement in service delivery.
* Ability to exert positive influence over the performance of others, promoting others’ self-esteem, inspiring trust and fostering confidence in others’ ability to achieve high standards, thereby enhancing a performance orientated culture which supports the delivery of high quality services to the community.
* Gains commitment to and implements the promotion of equality of opportunity and diversity setting clear objectives with understanding of why they are important to the organisation.

**Technical requirements (Role Specific)**

* Possession of a recognised Town Planning qualification resulting in exemption from RTPI examination or successful completion of the final examination of the RTPI.
* Significant knowledge, understanding and experience of the statutory planning system and its operation within a local planning authority.