

# ROYAL BOROUGH OF KENSINGTON AND CHELSEA

## Planning and Borough Development

### Executive Director for Planning and Borough Development

#### Job Description

#### Key Accountabilities

- Directs the work of the Planning and Borough Development Business Group, ensuring that the group meets the strategic, financial and policy objectives set by the Cabinet and Council.
- Is the Council's principal advisor on an agreed range of professional issues
- Ensures the Cabinet Member for Planning policy and the Chairmen of the Planning Committees are provided with information and briefings, options appraisals and professional advice.
- Provides advice to Councillors of all parties
- Ensures the Scrutiny Committees are well advised
- Ensures the Planning Services Committee and Major Applications Committee are well advised.
- Ensures the Council's commitment to safeguarding its rich architectural heritage is obvious and influential.
- Leads on the implementation of major initiatives which will improve the Royal Borough as a place to live, work and visit.
- Plans, directs and quality assures the work of the Business Group for which this post is the Chief Officer
- Drives delivery of the Council's main business programmes within budget and agreed timetables.
- Ensures assets and budgets are fully utilised and that budget control is maintained
- Contributes to the corporate management of the Council and advises and assists the Town Clerk and Chief Executive as requested or as appropriate.
- Ensures staff and service performance is well managed, continuously improves and that comprehensive accountability systems are maintained and respected.

- Takes a share of the general management work of the Council, as part of the senior officer leadership team, leading and directing programme and project management as agreed.
- Ensures staffing arrangements are very well managed and staffing resources are efficiently and effectively deployed either through direct staffing or under contract with others.
- Ensures the Council's commitments to fair, non-discriminatory and progressive personnel priorities are implemented.
- Act as an ambassador for the Council's work in general and of this service in particular.
- Ensures the Council is well represented in relevant professional debates in London and nationally.
- Ensures that the Council's standards of consultation and communication with the public and with public representatives are exemplary.
- All staff are expected to carry out their job in compliance with the Council's Constitution. This means being familiar with the policies and procedures relevant to the job and asking for information and advice if you are unsure of the correct course of action. The Council's Constitution is published on the Internet.
- **Staff directly and indirectly managed**  
**Full time equivalent staff in post at 30 September 2010**  
106.1
- **Budget responsibility 2010/11**  
Gross expenditure budget for Planning and Borough Development:  
  
£6,149,000

# EXECUTIVE DIRECTOR FOR PLANNING AND BOROUGH DEVELOPMENT

## Person Specification

### Experience

1. Significant experience of the theory and practical implementation of any of the following:
  - Urban planning in the UK.
  - The design and management of the public realm to very high standards in a city environment.
  - The delivery of a local authority planning service with high standards, which is marked by innovation and clear purpose.
  - The development of large and complex sites in an urban area
2. Significant experience of the management of a staff group with multiple layers of responsibility. Experience of robust budget control and demonstrable expertise in the delivery of demanding work programmes.
3. The successful candidate will have experience of or demonstrable and well founded confidence in his or her ability to work in a political environment and demonstrable experience of public policy making.

### Skills required

4. A track record as a good manager of people.
5. The ability to inspire confidence in a wide variety of audiences.
6. The ability to learn quickly; to ensure professional knowledge is constantly refreshed; to advise others in a concise, sensitive way with unimpeachable integrity.
7. High standards of ability in verbal reasoning and numeracy.
8. Evidence of ability to think creatively; to originate beneficial change and to deliver improvements through management actions.
9. An ability to communicate practice and policy to a diverse community.

## **Knowledge required**

10. A working knowledge of current town planning law in England.
11. A working familiarity with current themes and policies affecting the future development of London.
12. The appointed candidate will be sympathetic to the particular architectural heritage of the area.
13. The candidate must impress as likely to be a good ambassador for the Council.
14. The candidate must show a suitable commitment to the Royal Borough; its particular context and challenges, including its commitment to provide relevant, excellent services to its diverse population.
15. The candidate will be expected to show creative drive and convince of their ability to get things done in a way which mixes courtesy, sensitivity, resilience and persistence.