

Role Profile

Part A - Grade & Structure Information

Job Family Code	14RT	Role Title	Head of Place Policy & Strategy
Grade	PS14	Reports to (role title)	Director of Environment and Planning
		Directorate/School	Place
JE Band	735-879	Service / Department	Environment and Planning
		Date Role Profile was created	May-25

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>This role forms part of the Senior Leadership Team within the Place Directorate. The Head of Place Policy and Strategy is expected to operate at the highest levels politically and with senior management and specifically working closely with Directors and Assistant Directors of Place; identifying strategic priorities (short, medium and long term) and ensuring and supporting implementation of existing strategies/policies and development of new where the need arises. The role will work closely with the Assistant Director of Place Commissioning and Engagement to develop an effective strategic prioritisation framework for Place, influencing significant sums of funding and investment in Place.</p> <p>The post will help drive forward better ways of working through continuous improvement encompassing; culture, behaviour, performance, and technology which benefits the workforce, stakeholders, and the residents of Surrey. As a member of the extended leadership team, you will be expected to deliver the outcomes of this role collaboratively as part of the Place Directorate, and alongside relevant partners and other SCC colleagues, ensuring opportunities are maximised, resources are effectively aligned & motivated, and that the highest standards of customer service are achieved.</p> <p>In addition, a key part of this role will be to lead on the disaggregation and transfer of your services to either the new Surrey Unitaries or the Strategic Authority as appropriate and support others to do the same.</p> <p>The role requires political astuteness, a passion for great placemaking, collaborative working across a range of disciplines and a real desire to work with communities and stakeholders to secure multiple benefits for the economy, environment and people. Recognising the complex and interconnected nature of Place in a contemporary setting the role will foster new ways of working including digital and data driven approaches alongside hybrid and agile working practices.</p>
Work Context	<p>The role is expected to play a key role in the overall management and delivery of the Environment and Planning Division, supporting the Director in delivering the services and ensuring the smooth transition through LGR. They will champion Place Policy and Strategy across the County Council and with partners and stakeholders to ensure that the Councils strategic objectives are delivered with the department recognised as key to delivery. They will strategically oversee the coordination of activities across the service through planning, organising, controlling, and evaluating whilst working collaboratively with wider Council Departments to deliver excellent outcomes. They will be accountable for ensuring the effective leadership of the department as both a County Council and as the Local Planning Authority. They will be responsible for aligning the outcomes of the Planning and Development Service to the key Place Directorate priorities and the delivery of the strategic objectives of the service. They will provide a leading role working with the AD for Place Commissioning and Engagement to develop a Place Project Prioritisation Framework and Process, ensuring the provision of strategy and policy, evidence and subject matter expert input into the commissioning process both at inception/initiation, ongoing and project closure evaluation.</p> <p>They will provide the lead role, supporting the Director and working with the AD for Commissioning and Engagement in supporting the Director to work with DLT and Extended DLT to develop a Place Plan for the interim period of LGR (timelines to be defined) outlining short/medium priorities to inform Place Commissioning and project prioritisation. To include working with Directors and Assistant Directors to:</p> <ul style="list-style-type: none"> •Review current place programmes and projects including the capital pipeline •Identification of priorities for the short/medium term •Lead for the development of project mandates identifying the high-level business case including the identification and ownership of strategy/policy Place benefits. Ensure support for the Assistant Director of Place Commissioning and Engagement in the development of the full project brief and business case. •Oversee development of new strategies, plans (LNRS, CCDP, LAEP, LEIP) as appropriate and mindful of LGR <p>Lead the facilitation of PLACE policy and strategy input into the development of the Spatial Development Strategy (SDS)</p> <p>They will provide the lead role for strategic partnerships and embedding of PLACE policy as appropriate working with Directors and Assistant Directors both internally and externally and provide a leading role in supporting the Director in preparing for LGR and the potential transition to a shadow strategic authority or unitary.</p> <p>A role at this level will encourage learning, development and encourage retention through reviewing learning offers, professional status and by leading a modern and effective continuous improvement culture. The Head of Place Policy and Strategy will work with other Council departments as required on specific project, initiatives and strategies leading multi-disciplinary teams as required.</p>

Line management responsibility if applicable	Responsible for a staff headcount of up to 30 FTE (Full Time Equivalent), this may vary. This role will have up to 6 direct reports, however, this will be continually reviewed to meet any wider organisational requirements.
Budget responsibility if applicable	Revenue budget circa £800k
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Co-ordinate and support service planning for the service or functional area to ensure the delivery of high quality, value for money and consistent services in line with agreed service standards and regulatory requirements.</p> <p>Lead a large, multi-skilled, professional workforce to deliver large programmes of works on time, with identified resources and within agreed budget.</p> <p>Develop and recommend policy and practice improvement in the relevant service/functional area, working collaboratively across the area and consulting with key stakeholders, to ensure effective implementation that supports continuous improvement.</p> <p>Provide professional leadership to the team/s and/or colleagues, strengthening skills and competence and fostering a strong culture of standards, performance and accountability to deliver public value and efficiency.</p> <p>As a lead expert in a specialised field provide technical direction, support and advice to team/project members and external organisations/agencies, and provide innovative solutions to technical problems ensuring that associated risks have been mitigated.</p> <p>Maintain effective budgetary control, while ensuring budgetary control, and legal, regulatory and policy compliance within area of responsibility are effectively managed, and that effective systems operate to manage performance and risk.</p> <p>Lead major programmes and reviews and represent the business area in internal and/or external initiatives to enhance reputation and service delivery.</p> <p>Champion and manage transformational change and embed new ways of working to ensure high quality service delivery and value for money.</p> <p>Work collaboratively internally and externally to ensure that issues are effectively managed and foster partnership working to promote sustainable service improvements and generate efficiencies.</p> <p>On call - be available if required to maintain key service delivery and in the event of a serious incident.</p> <p>Duties for all Values: To uphold the values and behaviours of the organisation(s). Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: Responsible for ensuring health and safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety policies are fully understood and carried out by employees within their service area. To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Degree or equivalent level professional qualification plus a relevant technical qualification or equivalent experience in the specialist area in a complex business environment. • Membership of an appropriate professional body may be required. • Substantial experience working at a senior level in a relevant role. • Authoritative knowledge of the legislation, regulations and technical requirements relevant to the role, together with broader sector/commercial awareness. • Ability to balance policy development with effective operational management. • Proven ability to manage budgets and resources. • Proven ability to deliver technically complex programmes of work to deliver agreed outcomes and objectives. • Ability to deploy advanced skills to inspire, motivate, coach and develop team members to high levels of performance. • Excellent verbal and written communication and interpersonal skills with high level negotiation and influencing skills. • Proven ability to work collaboratively with internal and external partners/professionals • High level analytical skills and able to apply evaluative judgement and provide practical and creative solutions. • Proven ability to assess risks and benefits in a complex environment and respond appropriately.
Details of the specific qualifications and/or experience if required for the role in line with the above description	The role requires political astuteness, a passion for great Placemaking, collaborative working across a range of disciplines and a real desire to work with communities and stakeholders to secure multiple benefits for the economy, environment and people. Needs to be able to demonstrate substantial leadership experience and an ability to work with complex stakeholders including other local authorities.

Role Summary	Roles at this level are senior managers leading professionally qualified teams to deliver large programmes of work and/or regulatory services within an engineering/technical function. They require proficiency in a specialised engineering or technical/specialist field and understanding of relationships between different fields to coordinate services. This level requires the ability to select, develop and assess the suitability of techniques, not just the application of those techniques. Job holders require highly developed skills in persuading, influencing, developing and motivating, to engage effectively with a range of agencies, internal and external partners. Role holders exercise flexibility and independence for decision making within their particular functional area, working to broad parameters and policy guidance.
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