# Hosting Proforma

**Ards and North Down Borough Council**

Name of Host

Organisation

**1. Interchange Manager’s details**

Louise Murray - Human Resources Manager

Name

Organisation/

Ards and North Down Borough Council

Department

Ards and North Down Borough Council

Town Hall, The Castle,

Bangor, BT20 4BT

Address

0300 0133333

Telephone Fax number

Number

[Louise.murray@ardsandnorthdown.gov.uk](mailto:Louise.murray@ardsandnorthdown.gov.uk)

E-mail

Type of Opportunity

Temporary 15 months secondment with potential for extension

**2. Details of hosting opportunity**

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| Head of Planning  Purpose and function of the post  In the context of the Council’s Corporate Plan, provide dynamic, effective and innovative leadership by:   1. Developing and delivering the strategy for the Service area 2. Advising the Director, Chief Executive and Corporate Leadership Team on strategies and policy matters relating to the post holder’s remit. 3. Successful leadership, management and delivery of service responsibilities in support of the Corporate Strategic objectives, service unit plans and values. 4. Playing an active role in corporate organisational development 5. Ensuring the service takes a leading role in the development of inter-departmental plans for corporate themes and that it contributes fully to achieving corporate objectives. 6. Identifying and analysing trends and opportunities relating to the post holder’s responsibilities and to deliver successful change to ensure continuous improvement, aligned with the NI Planning Improvement Plan.   **Job description is attached – Appendix A** |

Main objectives of the opportunity

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| **SERVICE AREA RESPONSIBILITIES**  The services falling within the remit of this post will vary from time to time with the following reflecting the current situation.   |  | | --- | | **PLANNING** | | * Development Plan & Policy * Development Management * Planning Enforcement including Trees and Conservation * Performance Management |   **GENERAL RESPONSIBILITIES**   1. Demonstrate a team approach to achieving the objectives of the Service through full flexibility in relation to tasks undertaken. 2. Provide a high level of internal and external customer service including taking ownership of customer queries and complaints and following issues through to completion. 3. Continuously developing personal knowledge and skills to enhance internal and external customer service. 4. Comply with, and ensure that other staff comply with, Council’s policies and procedures including those relating to health, safety, wellbeing and safeguarding. 5. Promote equality and diversity across all service areas through clear leadership, effective policy implementation and demonstrating appropriate behaviours in line with Council values. 6. Carry out any other relevant duties which may be assigned including working in other sections of the Department and Council. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Qualification:**  Bachelor’s Degree or equivalent (Level 6 qualification) in a relevant subject area  Other relevant professional qualification  Current chartered membership of a relevant professional body  **Experience:**  3 years’ relevant senior management experience within the service areas listed for this post and that includes direct responsibility for:   * Developing and implementing strategies and business plans. * Providing advice and guidance to senior management. * Successfully leading and managing teams. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Ann McCullough, Director of Prosperity  Ards and North Down Borough Council |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

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| This is an excellent opportunity for the appropriate candidate to gain new skills and experience working on a wide range of projects with the Planning Service at Ards and North Down Borough Council. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: As soon as a suitable candidate has been identified and a release date has been agreed.  **Duration**: 15 months with the potential for extension, 36 hours per week (Mon – Fri)  **Location**: Initially Council Offices Church Street, Newtownards, however, may be required to work anywhere throughout the Borough. Hybrid working may also be considered for this position.  **Resources**: Equipment provided including laptop and mobile phone  **Funding**: PO11 SCP 55-58 (£62,463 - £65,760)  **Further information**: For further information about the post, please contact Roisin Armstrong, HR Manager, on Tel: 0300 013 3333 Ext 40748 or by email at:  [Roisin.armstrong@ardsandnorthdown.gov.uk](mailto:Roisin.armstrong@ardsandnorthdown.gov.uk).  **Closing Date:** Applications must be submitted by **4.00pm on Friday 16 December 2022 to**:  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **LOUISE MURRAY** |

**Signed:**

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| **30 November 2022** |

**Date:**

APPENDIX A JOB DESCRIPTION

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| **Job Title:** | Head of Planning |
| **Directorate:** | Place and Prosperity |
| **Department:** | Planning |
| **Location:** | Initially Council Offices Church Street, Newtownards, however, may be required to work anywhere throughout the Borough |
| **Reports to:** | Director of Prosperity |
| **Responsible for:** | Planning Staff |
| **Salary Scale:** | PO11 SCP 55-58 (£62,463 - £65,760)  *The salary for the post is reflective of the hours required to discharge the duties of the post and therefore does not attract TOIL.  However, to recognise that exceptional situations do arise from time to time, any Head of Service that works more than 12 additional hours in any month will be entitled to time off in lieu (TOIL) on an hour for hour basis for the 13th additional hour and beyond* |
| **Car User Status:** | Essential |
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**PURPOSE AND FUNCTION OF THE POST**

In the context of the Council’s Corporate Plan, provide dynamic, effective and innovative leadership by:

1. Developing and delivering the strategy for the Service area
2. Advising the Director, Chief Executive and Corporate Leadership Team on strategies and policy matters relating to the post holder’s remit.
3. Successful leadership, management and delivery of service responsibilities in support of the Corporate Strategic objectives, service unit plans and values.
4. Playing an active role in corporate organisational development
5. Ensuring the service takes a leading role in the development of inter-departmental plans for corporate themes and that it contributes fully to achieving corporate objectives.
6. Identifying and analysing trends and opportunities relating to the post holder’s responsibilities and to deliver successful change to ensure continuous improvement, aligned with the NI Planning Improvement Plan.

**CORPORATE AND SERVICE AREA RESPONSIBILITIES**

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| 1 | As a member of the Heads of Service Management Team, to provide clear leadership in a positive working environment with a focus on inspiring and engaging others to deliver results in line with corporate goals. Support the Chief Executive and the Corporate Leadership Team to deliver the vision and objectives for the Council and provide clear leadership. |
| 2 | To develop and implement service strategies, business plans, policies and procedures in support of the Corporate Plan, ensuring services are customer focused and driven by quality and continuous improvement. |
| 3 | To maximise performance across all service areas in line with the Council’s strategic performance management framework, including effective implementation of individual performance management processes. |
| 4 | To manage, and review, team members’ performance with the aim of development of skills and knowledge through learning and collaborative working and excellence to build a culture of high performance, which inspires people and supports the delivery of the Council’s Corporate Plan and strategic objectives. |
| 5 | To develop strong partnerships with internal and external stakeholders as relevant to the service area in order to meet customer needs and achieve objectives. |
| 6 | To proactively engage with and contribute to the Community Planning process |
| 7 | To avail of legal services contracted for planning |
| 8 | To ensure the achievement and/or retention of internal and external quality standards and/or standards of excellence. |
| 9 | To ensure governance obligations, including legal and audit, are adhered to with respect to service delivery and that all procurement and financial regulations are adhered to. |
| 10 | To establish effective communication within your service area and with all internal and external partners. |
| 11 | To ensure the effective management of financial, human and physical resources and associated budgets in the delivery of the service. |
| 12 | To represent the Council, as required, at all relevant meetings. Attend as required and present reports to Council and Committee meetings and deputise for the Director as required. |
| 13 | To ensure corporate and service specific performance indicators are effectively developed, measured, monitored and reviewed to ensure continuous improvement. |
| 14 | To ensure the production of management information including Committee reports, official returns and information required to measure the section’s performance. To prepare and present such reports as required. |
| 15 | To interpret and prepare reports and consultation responses on emerging policy, legislation and guidance from Government and other relevant bodies. |
| 16 | To be available out of hours as necessary as part of the emergency planning response team and member of the rota for the emergency phone when deputising for the Director. |
| 17 | To ensure compliance with Council’s contracting, tendering and quotation systems/ procedures and ensure effective contract management within service areas. |
| 18 | To ensure effective systems are in place and implemented to review and update corporate, departmental and service specific risk registers. |
| 19 | To prepare annual estimates of capital / revenue expenditure and income within the section. |
| 20 | To carry out all duties to the highest of professional standards, protecting the reputation and ensuring the integrity of the Council at all times. |

**SERVICE AREA RESPONSIBILITIES**

The services falling within the remit of this post will vary from time to time with the following reflecting the current situation.

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| **PLANNING** |
| * Development Plan & Policy * Development Management * Planning Enforcement including Trees and Conservation * Performance Management |

**GENERAL RESPONSIBILITIES**

1. Demonstrate a team approach to achieving the objectives of the Service through full flexibility in relation to tasks undertaken.
2. Provide a high level of internal and external customer service including taking ownership of customer queries and complaints and following issues through to completion.
3. Continuously developing personal knowledge and skills to enhance internal and external customer service.
4. Comply with, and ensure that other staff comply with, Council’s policies and procedures including those relating to health, safety, wellbeing and safeguarding.
5. Promote equality and diversity across all service areas through clear leadership, effective policy implementation and demonstrating appropriate behaviours in line with Council values.
6. Carry out any other relevant duties which may be assigned including working in other sections of the Department and Council.

**PERSON SPECIFICATION**

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS** | Bachelor’s Degree or equivalent (Level 6 qualification) in a relevant subject area  Relevant professional qualification  Current chartered membership of a relevant professional body | Additional relevant professional qualifications | Application form |
| **EXPERIENCE** | 3 years’ relevant senior management experience within the service areas listed for this post and that includes direct responsibility for:   * Developing and implementing strategies and business plans. * Providing advice and guidance to senior management. * Successfully leading and managing teams. | Additional relevant experience | Application form/  Interview process |
| **KEY SKILLS & ABILITIES** | * Ability to work strategically. * Ability to prioritise and manage conflicting work demands. * Ability to develop and maintain effective partnerships/networks. * Financial management. * Change management. * Project management. * Ability to exploit new technology efficiently and effectively. * Competent in the use of Microsoft applications. * Negotiation/Influencing Skills. |  | Interview process |
| **OTHER** | * Access to a form of transport to fulfil the duties of the post |  |  |

**CORE COMPETENCIES**

* Managing Performance
* Communicating with Impact
* Meeting Customer Needs
* Problem Solving and Decision Making
* Managing Change
* Achieving Results

Please refer to the LGSC Competency Framework for Local Government for details of these competencies.

[www.lgsc.org.uk/fs/doc/publications/competency-framework-for-local-government.pdf](http://www.lgsc.org.uk/fs/doc/publications/competency-framework-for-local-government.pdf)

You should refer to both operational and strategic positive indicators.