

## JOB PROFILE

<b>DIRECTORATE</b>	Place
<b>JOB TITLE</b>	Assistant Director - Planning, Transport and Public Protection
<b>GRADE</b>	AD5
<b>RESPONSIBLE TO</b>	Director of Place
<b>KEY LIAISON WITH</b>	Directors' Board, departmental staff, Cabinet and Portfolio Holder and partner organisations.
<b>JOB PURPOSE</b>	Manage the development and delivery of development management, strategic planning, strategic transport and public protection services.
<b>JOB PROFILE LAST REVIEWED</b>	July 2020

### KEY CORPORATE ACCOUNTABILITIES

1. Advise and support Directors' Board members, Cabinet and portfolio holders in shaping services.
2. Develop effective relationships with residents and ensure that the services provided reflect their needs.
3. Influence and steer the planning of services.
4. Prepare, manage and monitor the service's budget.
5. Ensure effective leadership, motivation and development of the service's staff.
6. Regularly review resources, services and partnership arrangements in order to identify opportunities to improve service delivery.
7. Take a lead role in furthering the Council's commitment to promote diversity and oppose discrimination in the provision of services and as an employer.
8. Ensure full compliance with all legislative and statutory requirements including Health and Safety at Work, and the local policy framework.

## KEY SERVICE RELATED ACCOUNTABILITIES

- Provide expert opinion, advice and leadership on development management, strategic planning, building control and growth.
- Develop effective partnerships with the public, private, voluntary and community sectors to deliver successful outcomes.
- Plan and deliver services which are sensitive to local concerns and aspirations while aligning with the strategic objectives of the Council.
- Promote and achieve planning and growth which supports regeneration in the borough.
- Oversee the preparation of the Council's Local Transport Strategy and support the Local Transport Body.
- Manage the development and delivery of the Council's Local Development Framework.
- Promote and deliver services which meet economic, social and environmental needs in Thurrock.
- To lead on and be responsible for the public protection functions of environmental health, trading standards and licensing.
- Ensure the provision of customer-friendly advice to the public and businesses, including the promotion of campaigns and events to improve safety, health and consumer confidence.
- Deputise for the Director of Place, as appropriate.
- Any other duties which could reasonably be expected of a post holder at this level.

## PERSON SPECIFICATION

**JOB TITLE**

Assistant Director - Planning, Transport and Public Protection

**DEPARTMENT**

Place

**Information for applicants:** The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for. Disabled people will be offered an interview where they meet the essential criteria alone.

**Key to table below:**

Measure: A = application form; I = interview; T = assessment test; O = other

1.	Educated to degree or equivalent.	AO
2.	A recognised, relevant professional qualification	AO
3.	Relevant experience in a middle management position with a record of measureable success.	AI
4.	Demonstrable success at inter-agency working.	AI
5.	An extensive knowledge of planning and growth as it affects local government.	AIT
6.	Experience of identifying and developing opportunities for innovation, improvement and change.	AI
7.	Demonstrable success in leading equalities initiatives.	A
8.	Able to work under sustained pressure.	T
9.	A high level of financial awareness and ability to understand the financial implications of strategy and policy.	T

10.	Ability to lead and develop solutions to complex problems and manage others to promote a solution-focused approach.	AIT
11.	Excellent written and oral communication skills, with proficiency in ICT.	AIT
12.	Political awareness.	IT
13.	Considerable interpersonal skills including the ability to persuade, negotiate and influence.	IT

