Candidate pack

Director of Planning and Regulatory Services

August 2015
## Contents

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
</tr>
<tr>
<td>2</td>
<td>A snapshot of the Maldon District</td>
</tr>
<tr>
<td>4</td>
<td>The Council</td>
</tr>
<tr>
<td>5</td>
<td>The District Council's ambitions</td>
</tr>
<tr>
<td>7</td>
<td>Our performance and delivery</td>
</tr>
<tr>
<td>8</td>
<td>The benefits of working for Maldon District Council</td>
</tr>
<tr>
<td>9</td>
<td>Accountability statement:</td>
</tr>
<tr>
<td></td>
<td>- Job specification</td>
</tr>
<tr>
<td></td>
<td>- Person specification</td>
</tr>
<tr>
<td></td>
<td>- Advert</td>
</tr>
</tbody>
</table>

OUR VISION: Working in partnership to make the Maldon District a better place to live, work and enjoy
Dear Applicant

We are delighted that you are interested in this exciting new opportunity with Maldon District Council and we hope that, having learnt more about the role and the Council, you will decide to make an application.

The Maldon District is renowned for its strong rural nature, outstanding scenery, and being richly steeped in history and maritime heritage. It provides many opportunities and attractions for those living and working in the area, as well as those coming to visit and enjoy this special place.

These are challenging times for the District and this post will put the successful candidate at the very heart of what is to come. We want to hear from you if you have a positive ‘can do’ attitude and see yourself sharing ultimate officer responsibility for spearheading an organisation that believes implicitly in transformation and putting our residents first.

A full senior management restructure has put in place a corporate leadership team comprising the Chief Executive and three new Director posts. This Team will take the strategic lead on the delivery of our corporate goals and will lead a change programme to continue our drive to embed delivery of our organisational values in everything that we do.

They will empower staff to rise to the challenge and deliver outcomes that help to make the Maldon District an even better place to live, work and enjoy. The post of Director of Planning and Regulatory Services is a cornerstone in our senior management structure. Reporting directly to the Chief Executive, this highly influential post will contribute to ensuring that the organisation is fit for purpose as we move forward.

The Director of Planning and Regulatory Services will oversee a portfolio of services comprising planning policy, development control, building control, conservation and design, economic development, land charges, street naming and numbering, housing policy, housing enabling and development, housing options, choice based lettings, disabled facilities grants, environment services, licensing and a new corporate fraud and enforcement team.

A focus on the customer experience and effective resource management will always be high priorities for you in your role. The Council is fortunate to have a committed and focussed workforce which consistently demonstrates a flexible ‘one team’ approach and it will be looking to you to provide strong and decisive leadership in this time of change.

Our political administration contains a considerable amount of experience and talent and our councillors actively contribute to the improvement of council services. We expect our directors to possess the stature and tenacity to guide and advise decision makers both inside and outside the organisation.

The skills, personal qualities and approach that you bring to this role are as important to us as your professional knowledge and experience.

We do hope that the overview of the work of our organisation contained in this information pack will be helpful. You will find more information about the Council and the area we serve on our website at www.maldon.gov.uk.

Thank you again for your interest in this position. We look forward to receiving your application.

Fiona Marshall  
Chief Executive

Cllr Miriam Lewis  
Leader of Maldon District Council
A snapshot of the Maldon District

Just an hour’s drive from London, Maldon is an attractive and predominantly rural district. It retains an unspoilt nature and its own special character, forged largely by the principal waterways of the Blackwater and Crouch estuaries. Much of the District’s 60 miles of coastline of tidal salt marshes and mudflats is recognised as of international and national environmental significance, and protected as such.

One of the District’s many great strengths is its quality of life. Resident satisfaction is high and the District enjoys a rating of 15th in the Halifax Quality of Rural Life Survey (2014).

With a crime rate well below the national average, the District is one of the safest places to live in Essex, and the County itself is also below the national average. In March 2014, the District was rated by The Times newspaper as No.1 in the country as the ‘best place to live in the countryside’.

The District is steeped in history. The ancient market town of Maldon developed as an important Saxon port and in 991AD it was home to the famous Battle of Maldon where Viking invaders were victorious. Hundreds of years later, the District became known as a centre for oyster fishing, timber processing and the production of agricultural machinery.
The Hythe Quay, the old port of Maldon, is the foremost modern-day centre for Thames Sailing Barges. Burnham-on-Crouch, the second largest town in the District, like Maldon, boasts a rich maritime heritage. The 15 mile stretch of fine sailing water between the town and the open sea has led it to become renowned in sailing circles as the ‘Cowes of the East Coast’. The town has a rail link to London Liverpool Street, with a journey time of just over one hour.

Charming villages and hamlets are dotted across the District. The historic core of a number of these villages are designated conservation areas and the District is guardian to over 1,000 listed buildings of architectural and historic importance.

The District mixes old and new and is characterised by diverse and distinct natural, historic and built heritage, making a significant contribution to overall quality of life on offer. Many opportunities exist for wildlife watchers, artists and walkers to explore the coast and countryside via an extensive network of footpaths. The scenic environment provides a rich backcloth against which to enjoy a round of golf, horse riding or angling for instance, all of which are well catered for. A colourful calendar of traditional barge matches, regattas, races and festivals has put the area on the map as a destination for maritime leisure and water recreation.

The Maldon District covers some 138 square miles and has a resident population of some 61,600 (2011 Census). With one of the lowest population densities in Essex, the District offers a wide range of residential properties, from period country cottages to brand new executive homes.

The District is both home, and in close proximity, to a variety of fine educational facilities. A full range of educational establishments are available in the Maldon District including public and private schools as well as a good choice of highly performing primary schools. The two academies in the District, the Plume School in Maldon and Ormiston in Burnham-on-Crouch, provide thriving and highly successful performing arts departments and outstanding sports achievements respectively. The nearby Colchester Royal Grammar School and the Colchester County High Schools for Girls are the two currently best performing schools in Essex and both are ranked in the top ten of the national secondary school league table for 2014. Also within a 25 mile radius of Maldon, a further six schools are ranked in the top 100, with excellent academic reputations and consistently achieving outstanding public examination results, namely the two High Schools for boys and the two High Schools for girls in Westcliff and in Southend-on-Sea, and in Chelmsford, the County High School for Girls and the King Edward VI Grammar School.

The Anglian Ruskin University and the University of Essex are also located in Chelmsford and Colchester respectively and Writtle College, near Chelmsford, offers a host of land based courses from agriculture to design, and equine and animal science to horticulture.
The Council

Maldon District Council consists of 31 elected Members representing 17 electoral wards. Following the local elections in May 2015, the political makeup of the Council is as follows:

- Conservative: 28
- Independent: 2
- UKIP: 1

The following Elected Members have been appointed to the positions below for the current municipal year:

- Chairman of the Council – Councillor P G L Elliott
- Vice Chairman of the Council – Councillor H M Bass
- Leader of the Council – Councillor Miss M R Lewis
- Deputy Leader of the Council – Councillor M F L Durham
- Leader of the Opposition - Councillor B S Beale MBE

In accordance with the alternative arrangements under the Local Government Act 2000, the District Council operates a system of a single Overview and Scrutiny Committee, Audit Committee, a Standards Committee, three service committees and three area planning committees (constituted on basis of geographical representation – not subject to political balance arrangements).

The diagram shows the way the structure links together.

The Council has a workforce of some 226 staff. The principal officer and Head of Paid Service is Ms Fiona Marshall.
The District Council’s ambitions

The Corporate Plan is our key strategic document. It essentially provides a frame of reference for our work, ensuring that residents, staff and partners are fully informed of the aspirations and plans for the District. Our success will continue to be measured by how well we deliver the ambitions set out in the Plan.

Our Corporate Plan covers the four-year period 2015 -19 and sets the Vision for the District as follows 'Working in partnership to make the Maldon District a better place to live, work and enjoy.'

The Plan highlights our ambitions and priorities and what we are going to do to support the delivery of the Vision. The priorities draw heavily on existing strategies and plans approved by the District Council, including those that have been developed in partnership with other agencies.

Having reflected on a range of information and public consultation feedback, alongside recognising the challenges the District faces, the Plan defines the following five goals:

- Helping communities to be safe, active and healthy;
- Protecting and shaping the District;
- Creating opportunities for economic growth and prosperity;
- Delivering good quality, cost effective and valued services; and
- Focusing on key projects

The Plan is not intended to be a full statement of everything we do, but instead sets the direction for service delivery and will guide our planning and allocation of resources. The priorities are developed further in our operational one year business plans for the three Directorates.

In developing our Corporate Plan, we have taken stock and reviewed what the Council has set out to achieve as a public service provider. As an organisation the Council must be fit for purpose and able to meet the challenges that face both the District and its communities. We recognise that we must continue to adopt a proactive and positive approach in our operation and look at how we can work in partnership to make an even better place to live, work and enjoy.
**Resourcing Our Corporate Plan**

In order to achieve our ambitions, we need to ensure that our resources are aligned to our corporate goals, and that our assets are well managed. By managing our resources well we are better able to deliver quality services based on Elected Members’ priorities and public feedback, be better equipped to deal with the implications of unforeseen events, and effectively link policy and service development and performance management with resource planning.

Supporting our Corporate Plan is the Medium Term Financial Strategy (MTFS) which looks at the Council’s broad financial prospects and seeks to ensure that we focus our resources on delivering our Vision and meeting our corporate goals. The Strategy describes the financial direction of the Council and outlines the financial pressures over a four year period.

Our MTFS is based on the approach that we actively promote strong financial and risk management and maintain a balanced budget, with sufficient reserves to ensure the financial stability of the Council. It is our intention to maintain this approach whilst consistently delivering low council tax increases for the benefit of our residents.

The up to date MTFS projects the Council’s financial position from 2015/16 through to 2018/19. This highlights the need to make a continued effort to generate financial savings to reduce the projected budget gap which stands at approximately £550k for 2016/17. We have a strong history of effective financial management and generation of savings through contract renewal, efficiency measures and income generation. This, coupled with a relatively healthy General Fund Balance, means that we are able to take a planned approach to managing our financial position. Alongside the MTFS are other key documents that support the resourcing of our Corporate Plan ambitions. Our Workforce Development Plan provides an essential framework to help us make the best decisions about our workforce in order to deliver against the Corporate Plan. Our Information and Communications Technology (ICT) Strategy details the high level strategic direction and plans for ICT for the next four years. It provides a set of aims that will help the Council to develop as an organisation and deliver technology-based services fit for the 21st century and demonstrates the role of ICT as one of the management tools in enabling the achievement of the Council’s overarching Vision.
Our performance and delivery

The Council actively focuses on the corporate goals and desired high level outcomes it sets itself and directs efforts here in order to make a positive difference for both the District and its communities.

We are rightly proud of many achievements in recent years including for instance:

• Sustained progression and endorsement of the draft Local Development Plan which sets out the spatial strategy, strategic allocations and development management policies for the District for the next 15 years. During the last four years the process of shaping the Plan has included extensive public consultation and engagement. The Examination in Public in relation to the housing and legal compliance hearings was undertaken in February 2015. Subject to confirmation, the hearing sessions on the remaining policies in the Plan (including employment and retail) will take place in late June.

• Enabling closer collaboration between the District and County Council with the introduction of the Maldon District Locality Board. Focusing on strategic issues requiring close joint working, the Board has adopted the principles of prioritising delivery; putting communities and customers first; innovative, efficient and flexibly working; respect and accountability, and transparent and well informed decision making

• A successful bid to the Coastal Communities Fund of £292,000 to support the development of tourism initiatives in the District

• Rigorous strategic and financial planning to achieve necessary year on year substantial efficiency savings through various approaches including additional income generation, cost avoidance and a review of underspends, as well as seeking to yield further savings from transformation and a senior management restructure in future years

• Recognition by both the DCLG and the Rural Services Network as the top Essex Authority in consistently preventing homelessness, and identified as high performing when benchmarked nationally

• A high performing benefit fraud function that, in response to a dramatic rise in the number of referrals, has secured a considerable increase in sanctions action undertaken and overpayment value identified, penalties issued and successful prosecutions secured

• Adoption of an Economic Prosperity Strategy (2013-2029) for the District and action planning focusing on increasing the supply of high quality, flexible premises, supporting diversification and enterprise, improving skills and training provision, and improving connectivity

• Securing £150,000 from a Magnox socio-economic fund to assist in co-ordinating projects to mitigate the adverse effects on the local economy resulting from the formal closure of Bradwell Power Station in 2015, and the setting up of a Bradwell Improvement Group to oversee further such funding bids

• Short-listing of the Council’s Land Charges Service for the prestigious national award ‘Most improved National Land Information Service’ category in the 2013 Land Data Local Land Charges Awards for Excellence, in recognition of councils pushing boundaries to shape the future of the industry

• Introduction of a public speaking scheme at committee meetings
Benefits of working for Maldon District Council

Below is just a flavour of the benefits the Council has to offer you:

Pay and benefits:

- Salary £71,017 - £76,900
- Local Government Pension Scheme
  Defined benefit scheme – Career Average Revalued Earnings [CARE]
- 30 days holiday a year
- 8 bank holidays per annum
- Free parking
- Confidential 24 hour information and counselling service
- Salary sacrifice car lease scheme
- Cycle to work scheme
- Assistance with child care
- Relocation package – if applicable
- The payment of one annual professional fee – if applicable
- Financial support for professional qualifications – if applicable

Family friendly employment policies:

- Special and family leave provisions
- A range of work / life balance policies including flexible working, job share and term time working

Education and personal development

- An induction programme and annual appraisal
- In house and external training
- Access to formal qualifications
- A commitment to continuous personal development

Other lifestyle benefits

- Free health and well-being events and promotions
- The Maldon ‘Big Sing’

Valuing diversity

We are committed to recruiting, developing and retaining the most talented people and valuing the varied skills and experience they bring to us in Maldon and to ensure applicants are considered solely on the basis of their skills and abilities. We monitor applications as part of our equalities monitoring activities.
# JOB DESCRIPTION

<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Director of Planning and Regulation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reports to</strong></td>
<td>Chief Executive</td>
</tr>
<tr>
<td><strong>Line Management responsibilities</strong></td>
<td>Group Manager: Planning Services Strategic Planning Manager Strategic Housing Manager Environment Services Manager Economic Development and Partnerships Manager</td>
</tr>
</tbody>
</table>

## Organisational chart

```
+------------------+
<table>
<thead>
<tr>
<th>Chief Executive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Planning and Regulation</td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td>Group Manager: Planning Services</td>
</tr>
<tr>
<td>Strategic Housing Manager</td>
</tr>
<tr>
<td>Environment Services Manager</td>
</tr>
<tr>
<td>Economic Development and Partnerships Manager</td>
</tr>
</tbody>
</table>
```

<table>
<thead>
<tr>
<th><strong>JE Band</strong></th>
<th>Corporate Director</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main purpose of the Job</strong></td>
<td>This role is one of three Corporate Directors who together with the Chief Executive make up the Council’s Leadership Team.</td>
</tr>
</tbody>
</table>

## Dimensions

As a member of the Leadership Team the post holder has shared responsibility for the overall management and direction of the organisation.

To have overall responsibility for the functions delivered within the Planning and Regulatory Services Directorate including responsibility for the Directorate budget of some £2.9m (including staff costs), of which some day to day responsibility has been delegated to managers.

Responsibility for 57 members of staff.

At the current time this Directorate comprises:

- Development Control, Building Control, Planning Admin, Land Charges, Street Naming and Numbering
- Planning Policy, Conservation and Design
- Housing Policy, Housing Enabling and Development, Housing Options, Choice Based Lettings and Disabled Facilities Grants
- Environment Services, Licensing
- Economic Development, Partnerships and Projects
### Principal accountabilities

**CORPORATE ROLES AND RESPONSIBILITIES**

The post holder will:

- Ensure the organisation is fully integrated, highlighting appropriate opportunities for improvement and information sharing, and maximising efficiencies by challenging silo working
- Consider and analyse emerging trends and horizon scan
- Actively promote and raise the profile of the District to foster a sense of community belonging and help to make Maldon a better place to live, work and enjoy. Assist the Chief Executive in developing and promoting a single Council-wide corporate culture that promotes a positive outlook where staff are empowered and valued
- Demonstrate effective and visible leadership, and champion and promote effective people management and a ‘can do’ culture
- Maintain an effective working relationship with elected Members, adopting the principles set out in the Member Officer Relations Policy
- Make a major contribution to the Council’s cultural and transformational change agenda
- Ensure the Directorate and wider Council maximises opportunities for the District to achieve sustainable economic growth
- Sponsor corporate projects and initiatives ensuring that the Project Management Methodology is properly utilised and making best use of staff by encouraging cross-directorate and matrix working
- Be accountable for and provide leadership, effective delegation and inspiration to line managers to deliver value for money and support them in the management of their service areas, people, performance and budgets. Provide developmental mentoring and performance management for direct reports
- Develop effective working partnerships and relationships as necessary to deliver corporate goals
- Carry out specific corporate roles and assignments as allocated by the Chief Executive; deputising for the Chief Executive as required

**DIRECTORATE ROLES & RESPONSIBILITIES**

- Translate Corporate Goals and Pledges into deliverable service objectives and targets to be set out in Departmental Business Plans and monitor delivery through the approved performance management framework
- Set stretching targets, and identify and promote opportunities to optimise organisational effectiveness and achieve a visible improvement in performance and quality of services across the authority
- Be the lead officer for the Planning and Licensing Committee, including maintaining an effective working relationship with the Committee Chairman, attending all meetings and coordinating agendas and reports
- To lead the translation of the Local Development Plan into planning policy to be delivered through an effective development management function
- To coordinate the delivery of planning and housing services to help facilitate the supply of housing provision that meets the longer term needs of the District
- To lead delivery of the Economic Prosperity Strategy through focussed partnership working to maintain a vibrant and competitive economy in our District
- To oversee services that help to protect our environment whilst supporting development opportunities
- To coordinate the Council’s response to all flood planning and alleviation measures
- Ensure that all assigned services are customer orientated and deliver high quality services to customers, including actively managing improvement where there are shortfalls and ensuring effective communication with customers at all times
- Have overall responsibility for the financial management of allocated services to achieve efficiency savings whilst delivering the required service levels within
budgets
• Be accountable for actively managing the key strategic and operational risks associated with designated services, ensuring that the risks are mitigated where possible
• Exercise delegated functions in accordance with the Council’s Scheme of Delegation and, in so doing, ensure compliance with the Council’s Procedure Rules, Financial Regulations and Health and Safety requirements

<table>
<thead>
<tr>
<th>Standard Terms</th>
<th>1. To comply with appropriate legislation, service and Council policies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. To fulfil designated responsibilities as set out in the Council’s Constitution, Procedure Rules and Committee Terms of Reference</td>
</tr>
<tr>
<td></td>
<td>3. All employees have responsibility under the Health and Safety at Work, etc Act 1974. These responsibilities are laid out in the Council’s Health and Safety Policy and Procedures</td>
</tr>
<tr>
<td></td>
<td>4. To support and be committed to the Council’s policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults</td>
</tr>
<tr>
<td></td>
<td>5. To support the Council’s Equalities and Diversity Policies</td>
</tr>
<tr>
<td></td>
<td>6. To operate within the Council’s IT Policies</td>
</tr>
<tr>
<td></td>
<td>7. To operate within the Council’s Financial Regulations</td>
</tr>
<tr>
<td></td>
<td>8. To participate in internal committees and departmental working parties to ensure continuous improvement as required</td>
</tr>
<tr>
<td></td>
<td>9. Politically restricted post under the Local Government and Housing Act 1989</td>
</tr>
<tr>
<td></td>
<td>10. Member of the Emergency Planning Team</td>
</tr>
<tr>
<td></td>
<td>11. To work outside of normal office hours, of an evening and weekend, as required</td>
</tr>
<tr>
<td></td>
<td>12. Any other reasonable duties as may be required from time to time by the Chief Executive</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disclosure and Barring</th>
<th>The post holder will not be engaged in regulated activity.</th>
</tr>
</thead>
</table>

**Note:** This does not purport to be an exhaustive list of duties and responsibilities and the post holder will be expected to undertake additional duties as the requirements of the post change, provided they are appropriate to the grade.

**REVIEW**

The duties and responsibilities of this post may vary from time to time according to the changing demands of the Council. The processes identified in this job description are continuously evolving and may be subject to changes.

The Chief Executive reserves the right to review and amend the job description.

Signed as agreed by the Postholder .............................................

Date .............................................

**NB:** All staff may on occasions be required to support the Council to deal with emergency situations affecting the community we serve. In the event of such an emergency or, of a rehearsal for such an event, the post holder may be required to attend at times and at locations outside of the norm for the post and to adopt the duties directed by the Officer in Charge for the duration of the emergency situation.
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Activity</th>
<th>Essential</th>
<th>Desirable</th>
<th>How Evidenced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications or membership to a Registered Body</td>
<td>Membership of Royal Town Planning Institute</td>
<td></td>
<td></td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Higher level education and / or degree or equivalent delivered through experience</td>
<td></td>
<td></td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Recognised Management Qualification (DMS / LAM / MBA)</td>
<td></td>
<td>X</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Full driving licence</td>
<td>X</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>Knowledge and Experience</td>
<td>A proven track record of successfully leading multifunctional teams at a senior level in a large, complex organisation as part of a collaborative and effective corporate leadership team</td>
<td>X</td>
<td></td>
<td>A,P,S,I</td>
</tr>
<tr>
<td></td>
<td>A proven track record of working effectively in partnership</td>
<td>X</td>
<td></td>
<td>A,P,S,I</td>
</tr>
<tr>
<td></td>
<td>Experience of working at a senior level in political context</td>
<td>X</td>
<td></td>
<td>A,P,S,I</td>
</tr>
<tr>
<td></td>
<td>Demonstrable commercial acumen</td>
<td>X</td>
<td></td>
<td>A,P,S,I</td>
</tr>
<tr>
<td></td>
<td>Evidence of stimulating the need for, leading and managing major change across a range of services</td>
<td>X</td>
<td></td>
<td>A,P,S,I</td>
</tr>
<tr>
<td></td>
<td>A high level of understanding of current planning legislation, policies and procedures</td>
<td>X</td>
<td></td>
<td>A,P,S,I</td>
</tr>
<tr>
<td></td>
<td>Strong understanding of the roles of the public, private sector roles in relation to economic development, and local service delivery</td>
<td></td>
<td>X</td>
<td>A,P,S,I</td>
</tr>
<tr>
<td></td>
<td>A good understanding of current housing legislation, policies and procedures</td>
<td>x</td>
<td></td>
<td>A,P,S,I</td>
</tr>
<tr>
<td></td>
<td>A good understanding of the Licensing Act 2003 and the requirements for the District as Licensing Authority</td>
<td>X</td>
<td></td>
<td>A,P,S,I</td>
</tr>
<tr>
<td>Skills, Abilities and Personal Style</td>
<td>A highly motivated, corporate team player who is inspiring, decisive and confident, with a facilitative and approachable style</td>
<td>X</td>
<td></td>
<td>P,S,I</td>
</tr>
<tr>
<td></td>
<td>Ability to use a range of leadership styles, build effective teams, motivate and develop staff; building on talent within the organisation</td>
<td>X</td>
<td></td>
<td>P,S,I</td>
</tr>
<tr>
<td></td>
<td>Ambition, energy and drive to improve performance and achieve greater value</td>
<td>X</td>
<td></td>
<td>P,S,I</td>
</tr>
<tr>
<td></td>
<td>Strong focus on customer needs driving forward change in the context of a strong understanding of the local, county, regional and national landscape</td>
<td>X</td>
<td></td>
<td>P,S,I</td>
</tr>
<tr>
<td></td>
<td>Able to work on own initiative and have a flexible, creative and positive approach to work</td>
<td>X</td>
<td></td>
<td>P,S,I</td>
</tr>
<tr>
<td></td>
<td>Excellent communication skills both oral and written with ability to communicate effectively with a range of different audiences</td>
<td>X</td>
<td></td>
<td>P,S,I</td>
</tr>
<tr>
<td>High level negotiation and influencing skills</td>
<td>X</td>
<td>P,S,I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to listen and seek out solutions to problems</td>
<td>X</td>
<td>P,S,I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resilient, organised and able to manage a diverse workload, work under pressure and prioritise workload to deliver complex projects on time and within budget</td>
<td>X</td>
<td>P,S,I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analytical, logical and rational thinker who is grounded in continuous improvement.</td>
<td>X</td>
<td>P,S,I</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LEADERSHIP COMPETENCIES**

In addition to the requirements set out above post holders will be required to demonstrate their skills and competencies in the following performance areas which will form the basis of the Council’s Leadership Competency Framework:

**SOLVING PROBLEMS**

**Evaluating Problems**
- Examining Information (Processing Information; Asking Probing Questions; Finding Solutions)
- Documenting Facts (Writing Fluently; Understanding Logical Arguments; Finding Facts)
- Interpreting Data (Quantifying Issues; Applying Technology; Evaluating Information Objectively)

**Investigating Issues**
- Developing Expertise (Taking up Learning Opportunities; Acquiring Knowledge and Skills; Updating Specialist Knowledge)
- Adopting Practical Approaches (Applying Practical Skills; Learning by Doing; Applying Common Sense)
- Providing Insights (Continuously Improving Things; Identifying Key Issues; Making Intuitive Judgements)

**Creating Innovation**
- Generating Ideas (Producing Ideas; Inventing Approaches; Adopting Radical Solutions)
- Exploring Possibilities (Developing Concepts; Applying Theories; Identifying Underlying Principles)
- Developing Strategies (Forming Strategies; Anticipating Trends; Envisaging the Future)

**INFLUENCING PEOPLE**

**Building Relationships**
- Interacting with People (Projecting Enthusiasm; Making Contact; Networking)
- Establishing Rapport (Putting People at Ease; Welcoming People; Making Friends)
- Impressing people (Attracting Attention; Promoting Personal Achievements; Gaining Recognition)

**Communicating Information**
- Convincing People (Persuading Others; Shaping Opinions; Negotiating)
- Articulating Information (Giving Presentations; Explaining Things; Projecting Social Confidence)
- Challenging Ideas (Questioning Assumptions; Challenging Established Views; Arguing Own Perspective)

**Providing Leadership**
- Making Decisions (Deciding on Action; Assuming Responsibility; Standing by Decisions)
- Directing People (Leading People; Co-ordinating Groups; Controlling Things)
- Empowering Individuals (Motivating Individuals; Inspiring People; Giving Encouragement)

**ADAPTING APPROACHES**

**Showing Resilience**
- Conveying Self-Confidence (Projecting Inner Confidence; Determining Own Future; Valuing Own Contributions)
- Showing Composure (Staying Calm; Tolerating Stress; Dealing with Pressure)
- Resolving Conflict (Calming Upset People; Handling Angry Individuals; Resolving Arguments)

**Adjusting to Change**
- Thinking Positively (Being Optimistic; Recovering from Setbacks; Projecting Cheerfulness)
- Embracing Change (Coping with Change; Tolerating Uncertainty; Adapting to New Challenges)
Inviting feedback (Acknowledging Criticism; Encouraging Critical Thinking; Gathering Feedback)

**Giving Support**
Understanding people (Showing Empathy; Listening to People; Understanding Motivation)
Team Working (Working Participatively; Encouraging Team Contributions; Involving Others in Decisions)
Valuing Individuals (Showing Consideration; Tolerating Others; Trusting People)

**DELIVERING RESULTS**

**Processing Details**
Meeting Timescales (Meeting Deadlines; Keeping to Schedule; Finishing Tasks)
Checking Details (Finding Errors; Ensuring Accuracy; Producing High Quality Work)
Following Procedures (Adhering to Rules; Following Instructions; Minimising Risks)

**Structuring Tasks**
Managing Tasks (Working Methodically; Planning Activities; Setting Priorities)
Upholding Standards (Behaving Ethically; Maintaining Confidentiality; Acting with Integrity)
Producing Output (Working Quickly; Maintaining Productivity; Multi-Tasking)

**Driving Success**
Taking Action (Making Things Happen; Using Initiative; Investing Energy)
Seizing Opportunities (Identifying Business Opportunities; Generating Sales; Outperforming Competitors)
Pursuing Goals (Achieving Outstanding Results; Acting with Determination Persisting through Difficulties)

A = Application Form  C = Certificates
P = Presentation       I = Competency Based Interview
S = Selection Test     R = Reference

*NB: Reasonable adjustments will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.*
Director of
Planning and Regulatory Services

Maldon District Council
Paying up to £76,900k per annum plus
potential generous relocation allowance and salary supplement if applicable

Are you ‘top table’ material?

Following a senior management restructure, we are offering an exciting opportunity to join our new Corporate Leadership Team. Working closely with elected Members, this Team will lead the organisation through a period of transformation to respond to the challenges facing local government and most importantly to move the Council to a strong position to seize opportunities that will help to make the District an even better place to live, work and enjoy.

We are looking for an experienced and dynamic senior leader to provide the vision and energy to ensure this new directorate plays a pivotal role in achieving our ambitions for the District. With a “can do” approach, you will have an impressive track record of leading good quality, customer focussed services that deliver positive outcomes for local communities.

Driving through improvement in service performance and optimising effectiveness will be high on your agenda. You will make a major contribution to our transformational change programme and actively champion an organisational culture that values and embeds a one team approach.

You will play a key role in delivering our emerging Local Development Plan which is breaking new ground and receiving a national profile, after the Council requested that the plan is submitted to the Secretary of State for approval. We are currently working with the Department for Communities and Local Government to progress this important document which will secure the future development of the District over the next 15 years.

The Council is also working with partner organisations, including ATLAS, to plan and deliver two new Garden Suburbs at Maldon and Heybridge. These high quality new garden suburbs will provide for both housing and infrastructure needs.

Whilst you may not be a qualified town planner, you must demonstrate a thorough comprehension of current planning and development practice. You will be resilient and of a persuasive and politically astute nature, with excellent communication, motivational and negotiation skills and you will have a strong track record of delivering successful outcomes through partnership working.

If you believe you have the qualities that we need to take us forward, we would like to hear from you.

In return we are offering an attractive salary package with local government benefits, along with the opportunity to live and work in a beautiful rural district steeped in history, maritime heritage and unspoilt countryside.

To apply visit: https://ats-smartsearch.jobsgopublic.com/vacancies/view/290

Closing date: Monday 14th September [10:00 AM]

For an informal confidential discussion please contact

<table>
<thead>
<tr>
<th>Sue Wait</th>
<th>Fiona Marshall,</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resourcing Partner, Jobsgopublic</td>
<td>Chief Executive, Maldon District Council</td>
</tr>
<tr>
<td>020 7427 8255</td>
<td>01621 875710</td>
</tr>
</tbody>
</table>