

Job Description

Head of Planning	
Grade	I
Directorate	Delivery
Place of Employment	Yare House, Norwich

Main Purpose of the Job:

To deliver and maintain a consistently 'excellent' in-house planning service for the Broads Authority, which is customer focused, proactive, efficient, effective and contributes to the integrated management of the Broads.

To manage a consistent, efficient and integrated service to meet Broads Authority objectives, and manage effectively each part of the planning service: planning policy, development management, planning enforcement, management of historic environment, landscape and trees, nutrient neutrality biodiversity net gain, and the administration of the Land Registry process. This will include the provision of strategic guidance to staff, Members, applicants and the public on all planning matters.

Main Activities and Responsibilities:

1. To advise the Director and to make recommendations for improvements to the planning service, developing key aims and objectives for the service, establishing and reviewing protocols and procedures having regard to Government legislation, best practice, and the Authority's statutory purposes.
2. To take a lead within the Authority to promote sustainable development, the maintenance and enhancement of local distinctiveness and special character of the area, using the planning function to enhance conservation, recreation and navigation within the Broads.
3. To manage the delivery of the planning policy function including the Local Plan (or any subsequent successor documents) through all stages of production.
4. To provide strategic management for the development management function, ensuring that the statutory targets are met and processes are in accordance with Government legislation, best practice and the Authority's statutory purposes.
5. To consider all forms of breaches of planning control, identify the appropriate enforcement mechanism to be used, assess the expediency of action, and progress in accordance with the legislation and best practice.
6. To manage a system to monitor conditions on planning permissions to ensure that all development is in accordance with the permitted scheme.
7. To provide strategic management for the heritage function, ensuring that the key aims and objectives are identified and implemented in accordance with Government legislation, best practice and the Authority's statutory purposes.

8. Working with the Planning Technical Support Officer and the Development Manager, to deliver and maintain the planning and related applications administration, validation, Land Registry function and processing procedures in accordance with legislation and best practice.
9. To secure the delivery of Biodiversity Net Gain through the planning process.
10. To represent the Authority at informal hearings, Examination in Public and public inquiries on all planning matters.
11. To advise and liaise with Authority Members on all planning matters and related applications.
12. To ensure that consultations from Central Government and from adjoining local authorities and other bodies are responded to as appropriate.

Key Relationships:

1. Reports to the Director of Strategic Services
2. Direct management of:
 - Development Manager, who manages the Development Management Team
 - Heritage and Design Manager, who manages the Planning & Heritage Officer
 - The Planning Policy Officer
 - The Planning Technical Support Officer, who manages the Admin Team
3. Close working with specialist consultees advising the planning function (internally or contracted) e.g, Landscape Consultant, Ecologists.

Person Profile

Specification	Essential	Desirable
Education & Qualifications	▪ Degree or Diploma in Town and Country Planning or equivalent qualification ▪ Demonstrable knowledge of Local Planning Authority responsibilities, including Town Planning and the enforcement of the provisions of the Town and Country Planning legislation. ▪ Full corporate membership of the RTPI. ▪ Demonstrable experience and the legislative background and processes in development control and/ or planning policy and/or enforcement, covering a wide range of applications (5 years minimum). ▪ Demonstrable experience in managing staff and service delivery.	▪ experience of the historic environment and the legislative background and processes relating to heritage.
Specialist Knowledge & Skills	▪ Experience of administrative and technical processes of local authority services including development control, heritage services, conservation. ▪ Experience of public inquiries and informal hearings. ▪ Knowledge of making and explaining heritage designations. ▪ Good IT skills including database management and GIS applications. ▪ Understanding of the Environmental Impact Assessment Regulations. ▪ Experience of preparing case files for prosecutions.	▪ Understanding of National Park planning framework. ▪ Knowledge of the leisure/tourism/boating industry. ▪ A strong interest in environmental issues and an understanding of the Broads Authority's main statutory aims and objectives. ▪ Experience of conducting interviews under caution. ▪ Experience of using Uniform, Teams, Sharepoint

Specification	Essential	Desirable
Mental Skills	▪ Ability to determine how an excellent planning service with multiple components can be delivered, how it will be structured and identify how technology will be used to deliver the service. ▪ Ability to keep up to date with changing legislation and good practice across a wide range of subject areas and identify and implement appropriate changes for the planning and historic environment service. ▪ Responsible for the preparation of long-term policy documents (looking ahead 10-15 years) through commissioning research, analysis, evaluation and drafting recommendations. ▪ Ability to prioritise work and meet regular and frequent tight deadlines.	

Specification	Essential	Desirable
Interpersonal & Communication Skills	▪ Excellent communication skills and the ability to co-ordinate the work of others. ▪ Ability to write and edit clear, concise reports and present recommendations. ▪ Ability to brief colleagues, architects/ agents/ landowners and Members on the policy and heritage implications of planning applications. ▪ Ability to prepare and present information to Committee and external audiences including preparing proofs of evidence to present in court or at public inquiry. ▪ Strong communication skills to negotiate positively with developers and external agencies. ▪ Ability to develop links and negotiate with relevant land and water-based businesses and other key partners.	
Physical Skills	▪ High frequency of use of keyboard skills especially on Microsoft Word and PowerPoint.	

Specification	Essential	Desirable
Initiative & Independence	▪ High level of initiative and independence. ▪ Ability to evaluate the efficiency of the planning service. ▪ Authorise development management and enforcement decisions and sign decision notices and enforcement documentation under the schedule of delegation approved by the Authority. ▪ Be self-motivated with the ability to work independently, as well as part of a team. ▪ Ability to prioritise work and meet Authority, committee and government deadlines. ▪ Initiative to take an active part in improvements to the planning service.	
Physical Demands	▪ Make site visits in isolated locations and travel to attend sites and meetings throughout the region. ▪ Occasional visits to buildings in poor condition, where access is difficult. ▪ Occasional climbing in and out of boats on site visits. ▪ Ability to walk medium distances sometimes at the water's edge to view sites.	

Specification	Essential	Desirable
Mental Demands	▪ Ability to switch between tasks to take phone calls or provide guidance to team. ▪ Ability to meet government targets, balancing pressures for development against environmental protection. ▪ Work under pressure on a varied workload to meet monthly, quarterly and annual deadlines. ▪ Ability to think quickly under pressure when giving evidence in court or at public inquiry or LP Examination.	
Emotional Demands	▪ Ability to deal with the public in person or by telephone and address their concerns. ▪ Ability to deal with developers, neighbours, parish councils and other stakeholders who will place significant pressure due to the impacts of decisions on their financial, personal well-being or amenity. ▪ Responsible for the planning enforcement service and dealing with aggrieved third parties This postholder may be involved in prosecutions and court appearances and will be cross examined under oath. ▪ Ability to manage pressures as a result of the political arena and maintain impartiality at all times.	

Specification	Essential	Desirable
Responsibility for People	▪ Management of the Development Management, Land Registry and historic environment services affecting people's homes and livelihoods and the heritage of the Broads in the national interest. ▪ Ability to deliver community-based initiatives. ▪ Understand the needs of all stakeholder groups to maintain a working balance between the natural environment, the historic environment, the economy, living conditions, recreation and navigation.	
Responsibility for Supervision	▪ Direct line management of four members of staff, the planning team currently being 10 officers. ▪ Responsible for the management of all staff within the Planning Team, including their safety, work programming, training and motivation. ▪ Organise and facilitate briefings with other sections. ▪ Organisational and facilitation skills to run inductions and workshops for Members of Planning Committee. ▪ Responsibility for the provision of professional guidance to the Planning team. ▪ Responsibility for the management of the Planning Team (10 posts).	

Specification	Essential	Desirable
Responsibility for Financial Resources	▪ Responsible for the planning team budgets (approximately £30,000 expenditure per annum) to ensure an effective and efficient planning service, including the receipt of planning application and related fees (approximately £80,000 annual income). ▪ Responsibility to sign Decision Notices and enforcement documentation with high impact on the value of land. ▪ Responsible for prosecutions which may incur significant costs. ▪ Skills to undertake tendering process and consider costs/benefits. ▪ Responsibility for the Land Registry function, with a high direct impact on land constraints and subsequent values. There is a legal liability attached to this.	
Responsibility for Physical Resources	▪ Responsibility for national and local Performance Indicators and achieving targets of the business plan and Broads Plan. ▪ Responsible for the quality of all new development allowed in the area and for influencing new development adjacent to the Broads boundary. ▪ Enable sustainable, quality development and the protection of the historic environment in order to support the local economy and enhance quality of life for local community and visitors and protect or enhance the special character of the area for the future.	

Specification	Essential	Desirable
Working Conditions	▪ Inspecting sites where planning contraventions are suspected (either with or without landowner consent). ▪ This post is responsible for planning enforcement and therefore prosecutions. ▪ Frequent exposure to complaints about the actions and decisions of the planning service. ▪ Lone working in remote sites, may involve walking at the water's edge. ▪ Occasional attendance of meetings/site visits outside normal working hours at evenings and weekends. ▪ Periodic work afloat on Authority's patrol vessels for site visits.	
Special Circumstances	▪ This is a politically restricted post	

Last updated: September 2026