

SUBJECT:	Job Description for the Head of Sustainable Development post
REPORT OF:	Steve Bambrick, Director of Services
RESPONSIBLE OFFICER	Steve Bambrick, Director of Services
REPORT AUTHOR	Steve Bambrick, sbambrick@chiltern.gov.uk , steve.bambrick@southbucks.gov.uk , 01494 732015
WARD/S AFFECTED	All

1. Purpose of Report

To seek the Joint Staffing Committee approval to the revised job description for the Head of Sustainable Development post which it is proposed is now retitled Head of Planning and Prosperity.

RECOMMENDATIONS

- 1. That the attached revised job description for the Head of Planning and Prosperity is agreed.**

1. Reasons for Recommendations

The Head of Sustainable Development is leaving the Council at the end of October 2017. This post will be recruited to initially on an interim basis and then on a permanent basis. In preparation for the permanent appointment to the post the Director of Services has reviewed the current job description which is attached at Appendix A.

The current job description was agreed in 2012 and it is now out of date and does not reflect the key purpose, objectives and duties of this role as it stands at the current time and for the future. Therefore, changes are being proposed to this job description which includes a change to the title of the post to Head of Planning and Prosperity. See Appendix B.

2. Content of Report

When recruiting a new Head of Service, the Joint Planning service starts from an excellent base. Performance is very good, customer satisfaction is high and levels of income are also strong. However, there is a need for the service to continuously improve and to modernise. The Planning service will need to embrace modern ways of working, for example by implementing the emerging Customer Experience Strategy and becoming more digitally agile.

There is a need for a new Head of Service to ensure the Councils' deliver excellent customer service and that the planning and prosperity function is always focusing on

the needs of our customers. The Head of Service will be expected to champion this across all of their teams and in particular to lead by example on the development of a 'can-do' culture across the organisation.

Importantly, the service should embrace the wider national agenda and ensure that it can play a part in improving and enhancing the wider prosperity of both Chiltern and South Bucks Districts. The Councils' recently adopted Economic Development Strategy needs to be implemented and there is a need for this area of service delivery to be rooted in an existing service. The links that Economic Development has with the more traditional planning services are therefore recognised in the changes now proposed to the Head of Service role. It will be for a new Head of Service, working closely with the Director of Services, to re-shape the service to ensure that all aspects of the role, including the Economic Development function can be delivered effectively.

3. Corporate Implications

3.1 N/A

5. Links to Council Policy Objectives

This proposal relates to introducing ensuring we have in place a process for attracting and retaining the right staff to ensure it is successful in meeting its key objectives.

6. Next Step

Proposal to be implemented.

Background Papers:	It is a legal requirement that we make available any background papers relied on to prepare the report and should be listed at the end of the report (copies of Part 1 background papers for executive decisions must be provided to Democratic Services)
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