

Job Title:	Head of Planning & Building Services		
Department:	Development & Commercial Services	Section	Planning & Building Services
Reports to:	Director of Development & Commercial Services		
Grade:	Falkland Islands Government Grade - A	Job Code:	616EPO
Overall Purpose of the Role			
<p>Responsible for the strategic leadership and day to day operational management of the Planning & Building Service, the role encompasses being the professional lead on activities such as development management, building control, historic buildings policy, and enforcement. As a 'Head of Service' the postholder will also be responsible for providing expert advice to other government departments in relation to statutory land use planning and building control functions. In the provision of such advice they will seek to support the aspirations of the Islands Plan relating to sustainable environmental, social and economic development of the Islands, whilst securing the health, safety and welfare of persons in connection with the built environment.</p>			
Key Role Activities			
<ul style="list-style-type: none"> Lead the delivery of all statutory planning and building control functions. Act as the Government's 'Proper Officer' under all relevant legislation which currently includes the Falkland Islands Planning Ordinance 1991, the Building Ordinance 1994, Building Regulations 1999, Conservation of Wildlife and Nature Ordinance 1999. Act as an internal subject-matter expert on the planning and development aspects of relevant international agreements such as the Convention on Biological Diversity, the RAMSAR Convention, and ACAP (Agreement for the Conservation of Albatross and Petrels). Implement or amend legislation, where necessary, in order to improve procedures under legislation. Consider the role of planning legislation in supporting the aspirations of the Islands Plan and its related strategies. Prepare, implement and oversee strategies/plans/policies/guidance for land use, planning, building control and how these can support the aspirations of the Islands Plan and its related strategies, particularly the Housing, Energy and Environment Strategies. Commission planning and/or building studies or undertake other research as relevant to service delivery, committee and group memberships. Review Environmental Impact Assessments currently submitted under the Planning (Environmental Impact Assessment) Regulations 2015 (including commissioning and management of technical experts) and support related policy work. 			

Job Title:	Head of Planning & Building Services
Key Role Activities continued	
<ul style="list-style-type: none"> • Work with other Government departments, non-governmental organisations, landowners, developers, commercial interests and the general public in order to raise awareness and activity in planning, building and environmental issues. • Oversee and review the service budgets to ensure that they are spent according to priorities set out in approved strategies and to seek other sources of funding to achieve objectives set out in approved strategies as required. • Organise and attend relevant committees and meetings such as the Planning and Building Committee, Historic Buildings Committee and actively contribute to relevant working groups and committees such as Housing Strategy and Environment. the Environment Committee. • Lead and manage Planning & Building Service staff, in order to process and formulate recommendations and to otherwise make decisions, (in accordance with the agreed scheme of delegation) in respect of all types of applications submitted to the Planning Authority. • Work in partnership with Government colleagues to collaboratively deliver relevant aspects of the Islands Plan and its associated strategies. In particular to centre the role Planning and Building Services can play in the delivery of environmental protections and aspirations for sustainable development. • Co-ordinate the delivery, monitoring and review of Planning and Building related legislation, including, building standards, and all accompanying guidance such as the Planning Ordinance, Building Regulations and other advice. • Manage the annual service budget and contribute as required to Directorate-level budget management and reporting. • Undertake reviews of the Development Plan as agreed with the Director of Development and Commercial Services. <p>Corporate Responsibilities:</p> <ul style="list-style-type: none"> • Within Governmental policies and strategies, and statutory requirements, undertake the operational management for the assigned functions and services. • Propose the objectives, performance standards and resources for the service, for agreement with the Director of Development & Commercial Services, and be responsible for delivering the objectives and standards within the allocated resources – ensuring the pro-active identification of performance and resource problems and their resolution. • Produce the annual business plan for service delivery and ensure the proper recording of key performance indicators and service level objectives. 	

Job Title:	Head of Planning & Building Services
Key Role Activities continued	
<p>Corporate Responsibilities continued:</p> <ul style="list-style-type: none"> • Implement and support management systems, processes and structures in line with corporate policies. • Ensure the consistent delivery of professional planning and building services is achieved and that all enquiries are dealt with in a timely manner and within corporate guidelines. • Ensure the effective management of resources including budgets, assets and people. • Lead staff, recruit, regularly appraise and develop, discipline as required and ensure effective performance management of all teams and individuals within the service. • Participate in and, when required, lead corporate projects, including active membership and leadership of corporate working groups. • Work co-operatively with other Heads of Service, Directors and elected Members for the greater good of the Government. • Seek and build partnerships with other organisations, the not-for-profit and the private sectors to achieve the Government's goals. • Seek to achieve the aims of Islands Plan through service delivery and proactive engagement to Plan compliant projects. <p><i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i></p>	

Person Specification:	Head of Planning & Building Services		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
At least 7 years post qualification experience in Planning or Building Surveying.	✓		A/I
At least 5 years supervisory management experience with demonstrably progressive responsibility.	✓		A/I/R
Show leadership and can effectively motivate and manage a group of staff.	✓		I/R
Computer literate and proficient in the use of Microsoft Office programmes.	✓		A/R
Proven ability to communicate with lay people on planning and building issues.	✓		A/I/R
Good verbal and written communication skills; able to produce reports for senior management and elected Members drawing on different information sources.	✓		A/I/R
Able to liaise with the media locally and support elected Members and the Chief Executive and Directors in responding to the media.	✓		I/R
Experience of delivering effective performance management at organisational and individual staff level.	✓		A/I/R
Experience of effective and efficient business and financial planning in a financially constrained context.	✓		A/I/R
Budget management experience and good numeracy skills.	✓		A/I/R
Experience of managing projects successfully.	✓		A/I/R
Ability to confidently engage with key stakeholders such as elected Members and senior civil servants in addition to members of the community and general public.	✓		I/R
Well organised; able to be responsible for a range of different tasks simultaneously	✓		A/I/R
Able to maintain and work effectively in a confidential environment	✓		I/R
Good confident interpersonal skills.	✓		I/R
Good prioritisation skills.	✓		A/I/R
Good verbal reasoning skills.	✓		I/R

Person Specification:	Head of Planning & Building Services		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience continued			
Good stakeholder management	✓		I/R
Management experience in a small team		✓	A/I
GIS experience		✓	A/I
Personal Attributes:			
Demonstrate a pro-active and flexible approach toward problem solving.	✓		I/R
Ability to think laterally and creatively to generate innovative but realistic solutions	✓		I/R
Ability to work in a complex political and stakeholder environment.	✓		I/R
Qualifications & Training			
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I/R
Degree in Planning or Building Surveying together with chartered professional accreditation e.g. the Royal Town Planning Institute (MRTPI) or Royal Institute of Chartered Building Surveyors (MRICS) or equivalent.	✓		A
A valid (manual) driving licence.	✓		A
Degree in Environmental Science or comparable environmental discipline.		✓	A
A business/office management qualification.		✓	A
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

Method of assessment:

A - Application Form

I - Selection Interview

R – Reference

O - Other