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Candidate information pack for the position of:

**Director of Planning, Housing &
Environmental Health**

Tonbridge & Malling Borough Council

Closing date 01 October 2018 (midday)

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Welcome

“You will be a natural leader who can influence change both within your service and across the organisation”



Julie Beilby
Chief Executive

Thank you for taking the time to find out more about this exciting opportunity at Tonbridge & Malling Borough Council.

This post is pivotal in helping us to deliver the vision of a modern Council. Tonbridge & Malling Borough Council is a dynamic and forward-looking organisation with an impressive record of achievement. The Council has an excellent reputation as a place where people want to both live and do business.

As a strong team player and experienced leader you will be capable of directing services. You will work as part of the Corporate Management team where you will play a key role supporting the Council through transformation. You will be a natural leader who can influence change within your service and across the organisation with both Officers and Members.

For this role leading the Planning, Housing and Environmental Health department I am looking for a candidate who has the technical knowledge to offer assured decisions and advice across multiple services.

Your professional expertise should be complemented by your ability to engage with our strategic partners as well as being able to identify opportunities and linkages in order to be able to deliver and promote sustainable place making.

If you believe you are able to lead, inspire and possess the skills, experience and commitment required, I would be delighted to receive your application.

Julie Beilby

About the Borough

Ideally situated in west Kent for accessing vibrant towns and rural villages, the borough of Tonbridge and Malling is a magnet for businesses and development. The borough prides itself on its thriving communities, rapidly developing economy and beautiful natural environment.

It is well situated in the county of Kent with three motorways (M20, M26 and M2) crossing the borough in the north. There are a number of train stations in the borough too with direct, fast and frequent mainline train services to central London taking just 45 minutes as well as having easy access to Ashford International for the Eurostar.

With a population of 127,000 residents and covering an area of 240 square kilometres the borough is predominantly rural in character. The main villages include West Malling, Borough Green, Hadlow, Hildenborough and East Peckham. The principal town is Tonbridge situated in the south west of the borough. Other built-up urban areas include: Kings Hill, Snodland, Aylesford, Ditton, Larkfield, Leybourne and Walderslade.

The borough is a diverse and characterful place. It includes areas of recent development and growth such as Kings Hill (where the Council offices are situated) which provides an integrated business and residential community supported by a balanced mix of sports, leisure, retail and educational facilities. The borough's history is not to be overlooked and boasts historic environments such as Hadlow village and Tonbridge Castle.

The Council has a clear vision to be a financially sustainable Council that delivers good value services, provides strong and clear leadership and, with our partners, addresses the needs of our borough. Central to this is the Council's focus of providing excellent customer service to all its residents and visitors to the borough.

Forward financial planning and financial management is a key strength of the Council as well being a priority for its Members. The borough of Tonbridge and Malling is currently served by 54 Councillors, representing 24 wards. The 54 elected Councillors are comprised of 48 Conservatives, 4 Liberal Democrats and 2 Independents. The next full Council elections are due to take place in May 2019.

Our Vision and our Values 2017-2019

Our vision for the next three years is:

To be a financially sustainable Council that delivers good value services, provides strong and clear leadership and, with our partners, addresses the needs of our Borough.

We will be guided in the delivery of the above vision by the following core values:

Taking a business-like approach - focusing on ensuring good value for money, continuously reviewing how our services are provided and funded, focusing our available resources where they will have most beneficial impact, and maximising commercial opportunities.

Promoting Fairness - acting transparently at all times and being accountable for what we do, and promoting equality of opportunities.

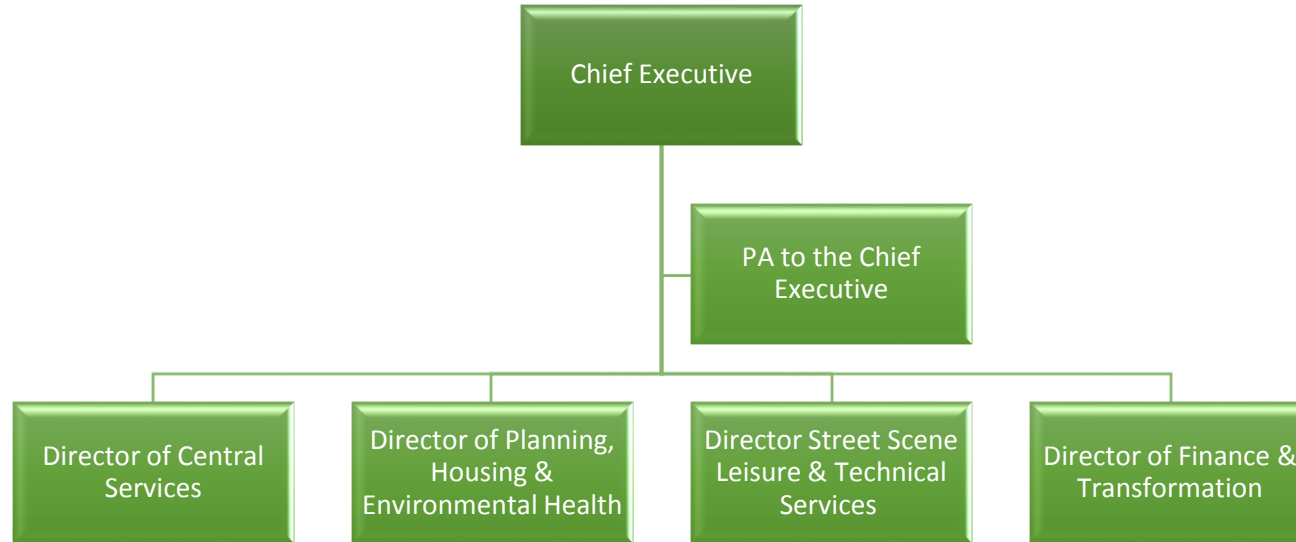
Embracing Effective Partnership Working - achieving more by working and engaging effectively with a wide range of local partners from the private, public, voluntary and community sectors.

Valuing our environment and encouraging sustainable growth - keeping our towns, villages and countryside clean and well maintained, planning for our future homes and jobs and seeking investment in economic regeneration and infrastructure.

[Find out more about Our Corporate Strategy](#)

Tonbridge & Malling Borough Council Structure

Management Team



Planning, Housing & Environmental Health Directorate



Planning, Housing and Environmental Health Directorate

Our offices are located in the new settlement of Kings Hill, a major contemporary redevelopment of a famous RAF base, near to the historic town of West Malling, that now has 3000 new homes together with one of the most successful business parks in the South East. It is a superb place to work, with easy access and parking and good local services, within a vibrant and developing business and residential community. Nearby is the East Malling Research Centre, where scientific excellence in fruit growing is of international significance, and the Hadlow College Campus, one of the Country's leading land-based learning institutions.

Doing things well, with a commitment to operational service delivery is a key to our success. The Planning, Housing and Environmental Health Directorate combines its strategic role with a sharp focus on a range of important functions. The Directorate has an annual revenue budget of approximately £3.5m and consists of c100 staff

Our track record in planning and development has delivered a progressive approach to growth and economic investment, balanced with preserving the heritage and natural quality of the Borough. We have followed a path of strategic development on key brownfield sites accompanied by infrastructure investment which has enabled us to be one of the top deliverers of homes and jobs in the region. The challenge for our current local plan is to continue that tradition and to work with investors, developers, landowners and communities to plan our way forward. It won't be easy, but we won't be standing still - managing the ongoing change and pressures of a successful place will be a key role for our new Director.

Our housing team have been transformational in responding to increased demand for affordable and temporary accommodation and we are proud of our considerate and partnership approach to addressing housing needs. Our new health team have delivered an innovative focus on preventative public health services, working closely with many partners.

Our Environmental Health teams work closely with businesses to help achieve high standards of public safety and are involved in various high profile environmental protection projects. In Development Management and Building Control we have a strong reputation of working with people to help deliver the best results, as well as delivering our statutory duties with care.

Taking all those characteristics on board, this is a challenging and rewarding job, with huge variety and opportunity. Our new Director will be someone who thrives on such an agenda, who can manage the changing scene of local government, who can work collaboratively with partners and who can blend strategic working with operational sharpness.

[Find out more about our draft Local Plan](#)

(Please be aware that this is a work in progress and an early working draft of the Local Plan)

Tonbridge & Malling Borough Council

Job Description

Director of Planning, Housing and Environmental Health

Service:	Planning, Housing and Environmental Health
Designation:	Director
Grade:	M2a
Car status:	Leased Car or Cash Alternative
Reports to:	Chief Executive

Job Purpose

The post holder will be accountable for the delivery of the portfolio of services within the Directorate, as well as associated shared and commissioned services.

The post holder will provide motivational leadership that delivers high levels of performance within a culture of continuous improvement.

The post holder will be part of the Council's Management Team and will work collaboratively with other team members as well as elected Members in defining and delivering council strategy.

The post holder will provide specialist advice and expertise to develop and set policy frameworks, and ensure that the Council is compliant with statutory requirements.

Key Functions

1. To take full responsibility for all aspects of the management and leadership of the directorate within the parameters of statute, the council's constitution and its budgetary and policy framework.
2. To contribute as part of the Management Team to the development of the Council's objectives and vision and be able to align these with service delivery.
3. To participate in the Council's service and resource planning and financial management processes.
4. To shape and agree priorities and objectives with staff and stakeholders that meet or exceed statutory regulations and standards.
5. To build and develop mutually beneficial relationships with key partners and stakeholder (both internal and external) for the benefit of the community.

6. To create a clear sense of direction and ownership of objectives to ensure collaborative, outcome driven working, by role modelling the expected behaviours and encouraging/supporting others to do so.
7. To support and facilitate change programmes within the directorate to ensure that they deliver intended outcomes.
8. To ensure that employees within the directorate are developed and supported to enable them to innovate and reach the required competencies to deliver services.
9. To make timely decisions, including risk assessments in accordance with delegated responsibilities and the Council's governance structure.
10. To ensure that budgets are managed effectively and make optimum use of resources to ensure value for money services.
11. To lead the delivery and performance management of contracts or shared service agreements within the remit of the directorate to ensure that they deliver the agreed outcomes.
12. To develop effective working relationships with elected members providing information, advice and intelligence as required to support them in their role as community leaders.
13. To oversee the production of reports, and attend and make presentations at Cabinet, Committee, Advisory Board and full Council meetings.
14. To comply with the duties placed upon employees by the Council's Health and Safety Policy and related procedures. Ensure that effective local arrangements are in place for managing health and safety and this is communicated to all staff. Ensure that all relevant risk assessments have been undertaken and recorded within your area of responsibility; ensuring remedial actions are implemented and are reviewed regularly. Ensure that all staff receive relevant training to enable them to safely carry out their role. Investigate any incidents and accidents reported to them. Delegate health and safety roles as necessary.
15. To carry out any duties appropriate to the post which may be requested from time to time including participating in the Council's out of hours service, responding to emergency situations and participate in the Emergency Planning schedule.

This job description has been prepared as a working document to identify the main areas of responsibility of the post. It is not intended to be a definitive statement of the duties of the post, or specifically to exclude any task which the post-holder might reasonably be required to undertake.

PERSON SPECIFICATION

JOB TITLE: DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

ATTRIBUTE	ESSENTIAL	DESIRABLE
Qualifications / Professional membership		Degree Post graduate qualification in a relevant area Management qualification Current RTPI or CIEH or CIH membership
Knowledge	You will understand ways of working in local government and will be able to demonstrate an applied knowledge of practise and the major relevant legislative frameworks of the disciplines of the directorate.	
Experience	You will have significant successful leadership and multi-service management experience at senior level in a local authority or public sector organisation. You will be able to demonstrate your ability (through experience) to: <ul style="list-style-type: none"> • Manage organisational change including implementing new organisational structures, systems and ways of working • Formulate financial and budgetary strategies that provide value for money and put elected Members at the centre of decision making • Act as strategic lead for the authority, proactively engaging with and working collaboratively with partner organisations. • Promote and deliver sustainable place making 	

	<ul style="list-style-type: none"> • Provide clear strategic advice to senior Members on a range of policy development and projects 	
Skills	<p>You will be able to demonstrate your ability to:</p> <ul style="list-style-type: none"> • Lead effectively • Manage performance to achieve results • Facilitate change and continuous improvement • Develop productive working relationships with stakeholders • Communicate effectively in both written and spoken formats to a wide range of audiences • Consult and influence/negotiate with a wide range of stakeholders including colleagues, Council Members, external partners and the public • Apply creative and innovative thinking to problems/challenges • Display strong IT skills • Interpret and analyse financial information. 	
Attitude	<p>You will be able to demonstrate that you :</p> <ul style="list-style-type: none"> • are resilient and able to deal with pressure in a rapidly changing environment • are able to work irregular hours (including attending evening meetings) to meet the demands of the role • have personal integrity and are committed to public service • are a strong corporate player • are committed to equality of opportunity. 	

Application and recruitment process

Advert

Job title: Director of Planning, Housing & Environmental Health

Salary: up to £90,726 plus lease car (or cash equivalent of £4,812)

Benefits include: Lease car or cash equivalent, local government pension scheme, relocation package up to £9,200

Ideally situated in Kent for accessing vibrant towns and rural villages, the Borough of Tonbridge & Malling is a magnet for businesses and development, and prides itself on its thriving communities, rapidly developing economy and beautiful natural environment.

You will be a skilled professional who can provide strategic direction and advice/challenge across a portfolio of services that impact directly on life in the Borough.

You will be part of the Council's Management Team and will make a significant contribution to the development of corporate strategy during a period of change and transformation.

This is a high visibility role for a politically astute leader who focuses on service delivery and has the technical knowledge to offer assured decisions and advice across multiple services.

Closing date 01 October 2018 (midday)

Telephone interview w/c 1 October 2018

Initial interview 11 October 2018 / Member panel interview 15 October 2018

For informal enquiries, please contact Rosemeena Khankhara at Jobsgopublic SmartSearch, our retained consultants, on 020 7427 8255 or

rosemeena.khankhara@jobsgopublic.com

To apply visit - <https://www.tmbc.gov.uk/>