

Inverclyde WORKS



Recruitment Pack

Planning and Building Standards Manager

Inverclyde Council

An aerial photograph of the Inverclyde coastline, showing a large bay filled with numerous sailboats, a town built on a peninsula, and rolling green hills in the foreground. A large, semi-transparent circular graphic is centered over the image, containing the main text and social media icons.

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Inverclyde
council

Contents:

Message from the Interim Director
Environment and Regeneration

3

Position

4

About Inverclyde

5

About the council

6

Job description

7

Recruitment process and response
instructions

11

Interim Director Environment and Regeneration

Thank you for your interest in becoming Planning and Building Standards Manager of Inverclyde Council.

The council's significant investment in recent years in its school estate and sports facility development puts Inverclyde into an envied position in Scotland.

We have a reputation for quiet excellence and in recent years many of our services have been identified as among the best in the country following external evaluation.

With excellent rail, road, ferry and air connections, Inverclyde is already well connected.

Inverclyde has well established marine based leisure facilities and with the enormous increase in recent years of the cruise ship market, proposals to expand the quayside at Greenock Ocean Terminal, and the areas natural beauty on the firth of Clyde, Inverclyde is perfectly positioned to be a major visitor hub for Scotland.

As an area that boasts a strong maritime history our communities such as Greenock, Gourock and Port Glasgow have links right across the world.

The challenge of difficult budget decisions will be a major factor in the coming years as will the pressure of continuing the push for repopulation and further economic growth.

Like many areas of the country the challenge of social inequality, poverty and vulnerable citizens will be major issues to be addressed.

Recovery from covid and ensuring that our area learns from the experience and is more resilient in the future will be a clear priority for our new Planning and Building Standards Manager, building on the strengths we have and tackling any areas where we need to focus on.

Tackling these and delivering solutions will be a central to the role of the incoming Planning and Building Standards Manager as will making sure that Inverclyde has a strong voice within Scottish local government and in Scottish public life to make sure opportunities are seized to support our communities.

If you feel you have the experience, energy and enthusiasm to be Inverclyde's new Planning and Building Standards Manager then we would welcome an application from you.



Stuart Jamieson
Interim Director Environment and Regeneration
Inverclyde Council

Position:

Planning and Building Standards Manager

To develop a range of effective partnerships and working practices which support the implementation of service delivery and corporate objectives. To ensure that all Services are delivered with maximum effectiveness, to continually improve delivery as appropriate to meet customers' changing needs.

To provide the lead planner role for the Council.

To ensure compliance with any current or future legislation procedures policies and regulations.

To attend the Planning Board and provide specialist advice to the Board in planning matters

Candidates must be educated to degree level or equivalent and have membership of an appropriate professional body e.g. RTPI, RICS (Building Control Faculty), MICE. With at least 7 years post qualification experience including experience at operational management level in a local authority.



About Inverclyde

One of Scotland's smallest regions but with the warmest welcome, Inverclyde sits at the mouth of the River Clyde. Inverclyde is made up of three thriving towns; Port Glasgow, Greenock and Gourock and the villages of Kilmacolm and Quarrier's Village to the East and Inverkip and Wemyss Bay to the West.

The area has a history and heritage rich in shipbuilding and seafaring dating back to the 1500's which has left its mark throughout the region. These days, it offers a broad range of sports and leisure facilities, both indoors and outdoors, a great variety of arts and culture activities and wide open spaces to enjoy and explore.

Inverclyde is one of 32 council areas used for local government in Scotland. Together with the East Renfrewshire and Renfrewshire council areas, Inverclyde forms part of the historic county of Renfrewshire, which currently exists as a registration county and lieutenancy area – located in the west central Lowlands. Inverclyde as a region was established in 1973 and currently has a population of 78,000.

We currently have 6 Secondary Schools, 20 Primary Schools, 20 Early Years Establishments and 3 ASN units.



Housing

Inverclyde has a wide range of property throughout the area. There are a number of new build projects as well as established older properties. There are options throughout the various towns or in the more rural area of Kilmacolm. Housing is very affordable throughout the area.

Health

The area is well served by excellent health facilities, there are GP practices throughout the towns and the new Health Centre primary care facility is about to open in Greenock. There is a hospital with an A&E facility in Greenock.

Leisure

There are plenty of outdoor pursuits and activities to get involved in. There are 6 golf courses alone in the area with outstanding views of the river. Wild swimming, sailing, rowing and 2 marinas with yachting facilities offer on the water activities. Throughout the area there are wide range of sporting facilities including tennis, lawn bowls, rugby and football. Indoor activities are also in abundance with a range of leisure and sports centres. We have an ice rink, swimming pools, both indoor and the unique outdoor pool, indoor climbing walls and a great range of gym facilities to suit all levels.

How to get here:

Road

The M8 motorway runs all the way from Edinburgh, through Glasgow directly to the door of Inverclyde. The main towns of Port Glasgow, Greenock and Gourock are just 25 miles from Glasgow city centre.

Bus

A frequent bus service operates between Glasgow city centre to the main towns of Port Glasgow, Greenock, Gourock, Inverkip and Wemyss Bay. There are regular buses service within the area and to the outlying villages.

Rail

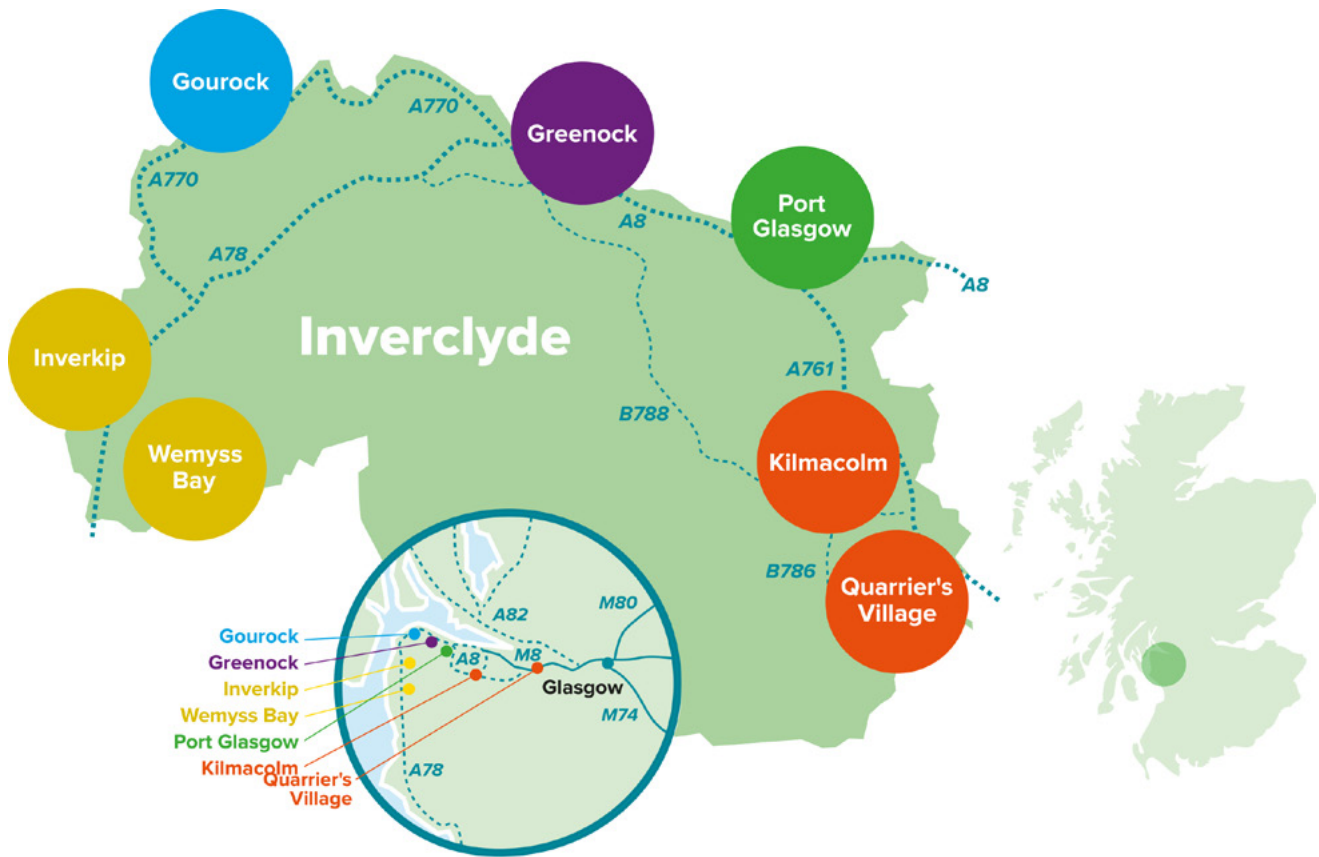
Inverclyde has 13 train stations which connect from Glasgow Central Station or Paisley Gilmour Street Station through Port Glasgow to Wemyss Bay and the Rothesay ferry terminal or to Gourock, via Greenock stations. You can travel between areas of Inverclyde quite easily on regular trains.

About the council

Inverclyde Council is focusing on making Inverclyde a place which nurtures all its citizens, ensuring that everyone has the opportunity to have a good quality of life and good mental and physical wellbeing. Our vision is:

‘Getting it right for every Child, Citizen and Community’

This means that the Council will work in partnership to create a confident, inclusive Inverclyde with safe and sustainable, healthy, nurtured communities, and a thriving, prosperous economy, with active citizens who are resilient, respected and responsible and able to make a positive contribution to the area.



Job description

Post title	Planning and Building Standards Manager
Responsible to	Head of Regeneration and Planning
Summary of	Principal Role Corporate Responsibilities Service Responsibilities Principal Activities
Responsible to	Head of Regeneration & Planning
Grade	12

Overall purpose of the job

To ensure the Council's aims and objectives are implemented through the delivery of Services.

To develop a range of effective partnerships and working practices which support the implementation of service delivery and corporate objectives. To ensure that all Services are delivered with maximum effectiveness, to continually improve delivery as appropriate to meet customers' changing needs.

Corporate activities

1	Cross Cutting – to assist with development of the Council's strategic aims including Best Value, Community planning, Social Inclusion/Equality, sustainability, Efficient Government and other corporate Initiatives and ensure proper implementation across services.
2	Corporate Objectives – To ensure that services within Regeneration, Planning and Public Protection are of the highest quality and operate in an integrated way to achieve the Council's corporate objectives.
3	Corporate Responsibility – As a member of Regeneration, Planning and Public Protection Senior Management Team to represent the interests and the views of this Service, the Directorate and Council to all external bodies where appropriate.
4	Partnership – To ensure that services are implemented and that close working relationships are developed with private/voluntary, public and statutory bodies where applicable.
5	Budget Management – To ensure that all budgets allocated to you by your Head of Service are managed effectively and in adherence to the Council's policies and financial regulations.
6	Change Management – To assist the Head of Service with any change management.
7	Co-ordination – To ensure that services are co-ordinated with other Service Managers within your service, your Directorate and overall Council.
8	Performance Management – To assist your Head of Service with the service strategies and service plans setting performance targets, performance indicators and staff development plans.
9	Monitoring Performance – effective management of all staff and ensuring that all staff have a work plan and regular review sessions in accordance with the Council's Performance Appraisal Scheme.
10	Council/Committees – To assist the Head of Service with responsibilities in terms of advising the Council and its Committees and preparing reports where required, including providing the lead development management planning role.
11	Other Duties – to undertake all other appropriate tasks commensurate with the post to ensure that the strategic operational requirements are fully met.

Service responsibilities

1	To assist with the management and implementation of the Councils Policy and Strategy.
2	To provide effective managerial direction, motivation and leadership.
3	To provide the lead planner role for the Council
4	To plan manage and continuously review the utilisation of the services resources i.e. employees, equipment etc., to optimise performance of the service and ensure contractual obligations are met.
5	To monitor the budget within your control, to identify variances and take appropriate action as necessary to ensure the Council's targets, statutory or other financial obligations are achieved.
6	To ensure compliance with any current or future legislation procedures policies and regulations.
7	To develop and foster good working relationships with Council employees, members, Customers, external parties and to ensure efficient and effective implementation of the Councils policies and programmes.
8	To assist in the preparation of specifications/tender documents incorporating the Council core commitment to provision of quality services and Best value.
9	To implement the service's, health and safety policy and practices to ensure the continued health, safety and welfare of all employees within the service.
10	To maintain and develop employee relations and to ensure that the service achieves its goals.
11	Where required to prepare committee and any other reports related to any aspect of your remit as may be required by the Head of Service.
12	To attend the Planning Board and provide specialist advice to the Board in planning matters
13	To assist in developing the service's customer care and consultation programme in accordance with Council/Directorate policy.
14	To prepare, implement and maintain training and development within your service area.
15	Liaison with such agencies, organisations and Government departments as may be necessary for the achievement of the goals of the service and the efficient management of the service.
16	Representing the Head of Service – Directorate or Council as necessary including attendance at conferences, seminars, meetings, public enquiries and tribunals.
17	To develop and provide a business continuity plan in all functional areas within your control.

Principal activities

1	To work within and supervise the work of the staff in the Planning and Building Standards Section of the Service.
2	To report directly to the Head of Regeneration, Planning and Public Protection and provide direction, guidance and support to all staff as required in the day to day administration of the Planning and Building Standards Team.
3	To contribute to the management of the Regeneration, Planning and Public Protection Service, representing the Head of Regeneration, Planning and Public Protection Service as required.
4	To provide the lead planner role for the Council.
5	To provide the lead role in all matters relative to policy formulation, plan preparation, information gathering and analysis, and the maintenance of databases and other records including maps.
6	To take the lead role in all matters relative to the monitoring, updating and review of the Inverclyde Local Development Plan.
7	To assist the Head of Regeneration and Planning in all matters relative to the Council's obligations and contribution to the monitoring, updating and review of the Glasgow and Clyde Valley Strategic Development Plan., and any subsequent Regional Spatial Strategies
8	To take the lead role in all matters relative to Building Standards.
9	To take direct responsibility for the maintenance and annual updating of Planning databases and any other surveys as required.
10	To take direct responsibility for the Service's supporting information base for planning purposes (population, households, business, economic/employment and other including Census data), and to assist in providing a corporate resource for the Council and outside interests.
11	To assist the Head of Regeneration and Planning in preparing reports and presenting information for the Service in relation to matters concerning Regeneration Plans, the Local Development Plan and Regional Spatial Strategies and any other matters as advised by the Head of Service.
12	To assist the Head of Regeneration and Planning in the Council's duties regarding Climate Change, the development, implementation, monitoring and evaluation of the Council's Carbon Management Programme, the Utilities Cost Management Programme and the Council's Green Charter.
13	To represent the Regeneration and Planning Service at meetings of Committees of the Council, at meetings with outside bodies, public meetings and public inquiries as required.
14	To deputise when necessary and/or as instructed by the Head of Service in contributing to corporate working in the Environment and Regeneration Directorate of the Council.
15	To undertake other duties, as required by the Head of Regeneration, Planning and Public Protection, to assist in the efficient management and effective functioning of the Planning and Building Standards Team.

Person specification

Post title: Planning and Building Standards Manager

The Person Specification clearly describes the skills/abilities/personal qualities needed to successfully undertake the duties of the post. It is agreed by the Panel prior to advertising and is used as the sole means of selecting candidates for interview. In developing job descriptions & person specifications, the Council will have due regard to its commitment to equality & diversity by ensuring that job criteria are relevant to the successful undertaking of the job and do not indirectly or disproportionately disadvantage any individual on the grounds of gender, age, disability, race/ethnic origin, religion or belief, sexual orientation, caring responsibilities or social status, unless it can be justified on objective grounds.

ATTRIBUTES	ESSENTIAL: The minimum acceptable level for safe and effective job performance	DESIRABLE: The attributes of the ideal candidate
ATTAINMENTS/ EXPERIENCE 1.Educational (e.g. qualifications, membership of professional bodies) 2.Occupational (e.g. management experience)	Educated to degree level or equivalent Membership of an appropriate professional body e.g. RTPI, RICS (Building Control Faculty), MICE . Evidence of continued professional development. At least 7 years post qualification experience including experience at operational management level in a local authority.	
SKILLS AND ABILITIES (e.g. work ethic, motivation, judgement, initiative, analytical skills, problem solving skills, report writing skills)	Excellent oral and presentation skills. Confident, clear persuasive communicator Excellent interpersonal skills Ability to motivate staff Personal and Professional Integrity Ability to work on own initiative and as part of a Team	Experience of team working at local or national level Understanding of relevant areas of Scottish policy agenda
SPECIAL APTITUDES (e.g. numerical skills, manual dexterity, driving licence)	Well developed literacy and numerical skills. Self disciplined and able to work to strict deadlines	Experience of computer applications Hold full current driving licence
ANY ADDITIONAL JOB RELATED REQUIREMENTS (e.g. ability to work irregular hours, shifts)	Willing to work out of hours as required Adaptability and Flexibility Good Health record	

Disabled applicants and guaranteed interviews

Under the Disability Confident Scheme, an applicant who indicates they have a disability and who meet the essential requirements for the vacancy will be offered a guaranteed interview

Date Produced: May 2022



Recruitment process and response instructions

Submitting an application

Candidates wishing to apply for a post should apply online via the myjobscotland website at:

www.myjobscotland.gov.uk/councils/inverclyde-council/jobs

Upon submission of an online application, candidates will receive an email confirming receipt.

The selection process

After the closing date candidates will be notified by email via the myjobscotland website if they have been invited to attend for interview.

Pre-employment checks

Employment with Inverclyde Council is subject to successful candidates being eligible to work in the UK, receipt of two satisfactory references and the satisfactory outcome of pre-employment health screening and a Protecting Vulnerable Groups (PVG) checks.

Information sharing

Within the council we may share your information between our services:

- so that the information held about you is up to date
- to allow us to improve our services to you

We may need to share your information with other people and organisations who will carry out activities on our behalf as part of the recruitment process. Where this happens we'll ensure satisfactory protection by ensuring contracts and processing agreements are in place that set out specific details relating to the processing and the security measures in place.

Further information on how the Council processes your information can be found at:

<https://www.inverclyde.gov.uk/assets/attach/11130/Employment-relationship-between-Inverclyde-Council-and-an-employee-Privacy-Notice-Final-050820.pdf>

Information or queries

If you have any queries or require further information relating to any aspect of the recruitment and selection process, you can contact Steven McNab, Head of Organisational Development, Policy and Communications, at:

stuart.jamieson@inverclyde.gov.uk

or telephone: **01475 712041**



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