

Meeting of:	Senior Management Appointment Committee
Date of Meeting:	Monday, 27 June 2022
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	Recruitment and Selection Arrangements for the Head of Sustainable Development
Purpose of Report:	To set out the recruitment and selection arrangements for the post of Head of Sustainable Development
Report Owner:	T Dickinson, Head of Human Resources and Organisational Development - Tel 01446 709357
Responsible Officer:	Marcus Goldsworthy, Director of Place - Tel 01446 704630
Elected Member and Officer Consultation:	T Dickinson, Head Of Human Resources - Tel 01446 709357
Policy Framework:	The final decision of the Senior Management Appointments Committee will be referred for information to Council.
<p>Executive Summary:</p> <ol style="list-style-type: none"> 1. The report sets out the recruitment and selection arrangements proposed for the position of Head of Sustainable Development (formerly Head of Regeneration and Planning). 2. That delegated authority be granted to the Head of Human Resources and Organisational Development, in consultation with the Director of Place, Chief Executive and Leader of the Council to progress: <ul style="list-style-type: none"> • advertising for this position, • progressing the necessary arrangements for long-listing and any necessary assessment of candidates in advance of shortlisting, • drawing up a final short-list for interview, the interview of which will be undertaken by a future meeting of this Committee, and to, • agree costings and resource requirements relating to the processes required to pursue the recruitment and selection process 	

Recommendations

1. To approve the recruitment and selection arrangements at the meeting of the Committee.
2. That delegated authority be granted to the Head of Human Resources and Organisational Development, in consultation with the Director of Place, Chief Executive and Leader of the Council to progress this recruitment.

Reasons for Recommendations

3. To ensure the appointment is progressed in accordance with the requirements of the Council's constitution.
4. To allow matters to be progressed in advance of the final stage of recruitment.

1. Background

- 1.1 Following the recent recruitment exercise in relation to the Director of Place (part of the review of the Senior Management team), the post of the Head of Regeneration and Planning is now vacant.
- 1.2 It is proposed that the duties involved in the role and the description of the post be amended to Head of Sustainable Development and a recruitment exercise be undertaken to identify a replacement.
- 1.3 This position is an important appointment and will provide capacity and resilience at a time when the organisation continues to plan for significant challenges.
- 1.4 It is now, therefore, necessary to commence the recruitment process and progress arrangements for the permanent appointment to the post in accordance with the Council's normal recruitment and selection procedures.

2. Key Issues for Consideration

- 2.1 It is considered opportune to amend the duties and title of the previous Head of Regeneration and Planning for a number of reasons. Firstly, the post will now take on additional responsibilities in the form of Strategic Transport policy and associated duties. It is considered that this should fall within Development Management (Planning Policy team). Secondly, there needs to be a focus on delivering against the climate change commitment and also the nature emergency. For this reason, it is proposed that the Regeneration element is removed from this post and the Climate Change and Nature Emergency focus be aligned with the Countryside service. Further work on the structure will be progressed following the appointment of the Head of Service. On the basis of

the above, it is proposed to advertise the post (both internal and external) week commencing Monday 27th June 2022.

2.2 The Job Description and Person Specification are attached at Appendix A.

2.3 In order to expedite recruitment, the Committee is requested to delegate responsibility for agreeing the following to the Head of Human Resources and Organisational Development in consultation with the Director of Place, Chief Executive and Leader of the Council;

- Advertising of the position
- long-listing for any assessment process
- Subsequent shortlisting for the final interview with the Senior Management Appointment Committee

2.4 Human Resources colleagues will undertake an exercise to identify an appropriate assessment process and where necessary, engage an appropriate organisation to undertake assessment centre/psychometric testing ensuring best value for money.

2.5 If these delegations are agreed, the Senior Management Appointments Committee will be requested to conduct final interviews once a shortlist is arranged.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

3.1 This recruitment and selection exercise will be for a permanent appointment underlining the importance of this role in managing the Council's Statutory land use planning responsibilities (Development Control, Building Control, Planning Policy) with the addition of the Countryside service (including Ecology), private housing and an additional focus on Strategic transport planning. Furthermore, the post will have the responsibility for progressing the Council's response to climate change and nature emergency.

3.2 The Well-being of Future Generations (Wales) Act will be considered fully during this exercise.

4. Climate Change and Nature Implications

4.1 This role will be an important position in relation to the Council's Project Zero initiative.

4.2 The Head of Sustainable Development will lead, alongside the Director of Place, on the response to the climate emergency and develop collaborative plans with businesses, partners and our communities to reduce carbon emissions.

5. Resources and Legal Considerations

Financial

- 5.1** It is requested that approval for costs associated with the recruitment exercise is delegated to the Director of Place in consultation with Human Resources colleagues and the Leader.
- 5.2** Appointment to this position will be on terms and conditions as prescribed by the Joint Negotiating Committee for Chief Officers of Local Authorities and on the current Head of Service salary range of between £73,192 and £81,325.

Employment

- 5.3** There are no employment issues

Legal (Including Equalities)

- 5.4** This recruitment process is compliant with Local Government, Employment and Equalities legislation.
- 5.5** The recruitment process will be managed in accordance with the Council's equality proofed recruitment and selection policy and the provisions of the Local Authorities (Standing Orders) (Wales) Regulations 2014.

6. Background Papers

CHIEF OFFICER JOB DESCRIPTION

POST REF:	W-RP-RP001
DESIGNATION:	HEAD OF SUSTAINABLE DEVELOPMENT
GRADE	HEAD OF SERVICE
RESPONSIBLE TO:	MANAGING DIRECTOR
DIRECTORATE:	RESOURCES
LOCATION:	DOCKS OFFICE (OR AS REQUIRED TO MEET THE NEEDS OF THE POST).

A/ MAIN PURPOSE OF POST

1. Act as the Head of Service for the operational areas of Planning strategic transport and Climate Change and to include Development Control, Building Control, Planning Policy, Countryside services, Ecology and Private Housing.
2. Deliver services that are effective, efficient and economic, that address the needs of the people of the Vale of Glamorgan and which are congruent with the Council's objectives and improvement agenda.
3. Work with and support Cabinet Members, Scrutiny Members and all Elected Members in their wards.
4. Contribute to the effective strategic management of the Council and as member of the Council's Senior Management Team.
5. Work in partnership with other Council Services and external organisations to achieve common objectives in accordance with the Corporate Plan and Community Strategy
6. To contribute to and support the Council's ongoing improvement and transformation agenda.

B/ CORPORATE RESPONSIBILITIES AND OBJECTIVES

7. Ensure the commissioning, delivery and continuous improvement of services within the remit of the Directorate of Place and in accordance with the Council's aims and objectives.
8. To support the delivery of the Council's budget priorities and the effective use of the Council's resources.

- 9 Promote a strong culture of performance management to ensure high levels of performance, the meeting of performance targets and the continuous improvement and development of services.
10. To anticipate, monitor and identify strategic issues and changes which affect the service area and develop effective responses to meet such changes.
11. Contribute to transformational change across the Council and to ensure that organisational development initiatives, policies and plans are implemented and properly embedded.
12. To ensure a responsive customer focused approach in the planning, commissioning and delivery of services.
13. To explore opportunities to improve the effectiveness and efficiency of services through collaboration and partnership working.
14. Produce an annual Service Plan and ensure the development of Team Plans for the Service area concerned.
15. To ensure that the principles of equality of opportunity are integrated and actively pursued both within the Directorate and in all areas of service provision.
16. Attend and contribute to meetings of the Cabinet, Scrutiny and other Council meetings as appropriate.

C/ OPERATIONAL RESPONSIBILITIES

17. Develop, lead and manage the Council's function in relation to Planning Services, strategic transport and Climate change and nature and achieve the appropriate and agreed quality standards.
18. To provide and promote clear leadership and performance management within the service ensuring the effective performance of all managers.
19. Oversee the development/maintenance of performance management systems to ensure the meeting of targets and the continuous development of services.
20. To ensure the effective management, planning and deployment of the budget and wider resources across the relevant service areas in accordance with service plans and the longer range strategic objectives of the Council.
- 21 To ensure that there are clear communications and well defined accountabilities within the service area.
22. Maximise income and external funding opportunities in line with Council Policy.

23. To ensure that there is full adherence to the Council's safeguarding, health and safety and environmental policies within all areas covered within the remit of the postholder and relevant policies and procedures are fully integrated.
24. To perform any other duties imposed by law or which the Director may reasonably require.

Responsibilities under the Constitution and operational areas**

Responsibilities as set out at Article 12 of Constitution including:-

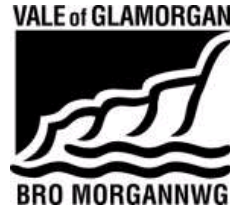
Planning Policy

To include the following operational areas

- Planning Policy including LDP
- Development Control (Applications, Appeals Enforcement)
- Building Control (Applications, Enforcement, Dangerous Structures)
- Conservation and Design
- Countryside Services including Country Parks, Heritage Coast, Commons
- Rights of Way
- Private Sector Housing (empty homes)
- Housing Renovation Grants and Renewal areas
- Climate change

PLEASE NOTE**

The list of service areas as set out above are not exhaustive and will be subject to amendment to reflect any future change or development of services or wider review/reorganisation. The postholder will take overall responsibility for the planning, commissioning and effective delivery of all the services as set out above together with the more direct operational responsibilities for certain aspects of the service



THE VALE OF GLAMORGAN COUNCIL - PERSON SPECIFICATION

POST NO:		DESIGNATION:	Head of Sustainable Development	DIRECTORATE:	Resources
SECTION:		COMPLETED BY:		DATE:	June 2022

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
1. SKILLS AND APTITUDES	<ul style="list-style-type: none"> • Ability to plan, commission and ensure the effective delivery of high quality services • Excellent performance management and leadership skills • Ability to manage change and service transformation effectively • Ability to anticipate future service needs and plan and manage resources accordingly to meet such needs • Ability to work effectively with Elected Members. • Ability to work effectively in partnership and seek out and exploit opportunities for collaboration • Excellent communication and interpersonal skills • Strong planning, organisational and problem solving skills • Excellent staff management and engagement skills 		<ul style="list-style-type: none"> • Application Form • Interview
2. KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • Able to demonstrate relevant and recent strategic/operational leadership experience within a large organisation. • Relevant knowledge/understanding within the range of service areas. • Proven track record of large-scale service development • Experience of successful financial / performance management • Knowledge of Local Government and the wider Public Sector • Understanding of the wider social and economic environment within the Vale of Glamorgan • Demonstrable experience of successfully managing change and 		<ul style="list-style-type: none"> • Application Form • Interview

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
	<p>service/organisational transformation</p> <ul style="list-style-type: none"> • Demonstrable experience of partnership/collaborative working • Experience of developing new business approaches/models and exploiting new business opportunities • Knowledge/understanding of project management 		
3. ATTITUDE AND MOTIVATION	<ul style="list-style-type: none"> • Highly motivated and committed to delivering a high quality service. • Able to successfully use a range of leadership styles. • Ability to motivate and encourage colleagues. • Good understanding of service needs in the context of the wider Council agenda. • Ability to influence and present a sound business case on issues relating to service and to the Council as a whole. • Commitment to the Council's equalities agenda, excellent customer service and staff engagement 		<ul style="list-style-type: none"> • Application Form • Interview
4. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Qualified to degree level or equivalent experience • Relevant professional qualification • Member of the Royal Town Planning Institute 	<p>Relevant management qualification</p> <p>Project management training /qualification</p>	<ul style="list-style-type: none"> • Application Form • Interview
5. OTHER (PLEASE SPECIFY)	<ul style="list-style-type: none"> • Personal and professional credibility • Drive, energy and enthusiasm to sustain an extensive agenda • Capacity to work outside of normal office hours and attend evening meetings as and when required. • Ability to drive/travel throughout the Vale or between locations as appropriate. 		<ul style="list-style-type: none"> • Application Form • Interview

