

Meeting of:	<b>Senior Management Appointment Committee</b>
Date of Meeting:	<b>Thursday, 13 October 2022</b>
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	Recruitment and Selection Arrangements for the Head of Sustainable Development
Purpose of Report:	To ask the Committee to identify and confirm (following interview) a suitable candidate for appointment for the post of Head of Sustainable Development
Report Owner:	M Goldsworthy, Director of Place
Responsible Officer:	M Goldsworthy, Director of Place
Elected Member and Officer Consultation:	M James - Lifecycle Manager
Policy Framework:	The final decision of the Senior Management Appointments Committee will be referred for information to Council.
<p>Executive Summary:</p> <ul style="list-style-type: none"> <li>• This report sets out the final interview schedule for the above position.</li> <li>• Members are asked to identify and confirm (following interview) a suitable candidate for appointment.</li> <li>• A separate Part II report has been provided containing details of the shortlisted applicants at the Final Interview Stage including Application forms.</li> </ul>	

## **Recommendations**

1. To conduct interviews on Thursday 13th October 2022 in relation to the post of Head of Sustainable Development and to make a final determination to appoint a suitable candidate.
2. To delegate residual appointment details, as appropriate, to the Director of Place, in consultation with the Chief Executive and Leader if a suitable applicant is confirmed by members.

## **Reasons for Recommendations**

1. To ensure an appointment to the post is conducted in accordance with the Council's constitution.
2. To ensure that all Council functions are met within this area.

## **1. Background**

- 1.1 The Senior Management Appointment Committee met on 27th June 2022 and approved the arrangements to fill the position of Head of Sustainable Development.
- 1.2 Members will recall that it was considered opportune to amend the duties and title of the previous Head of Regeneration and Planning for a number of reasons.
- 1.3 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.
- 1.4 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.
- 1.5 For the information and consideration of Members a copy of the agreed Job Description and Person Specification in respect of the post of Head of Sustainable Development are attached at Appendix A of this report.

## **2. Key Issues for Consideration**

- 2.1 In accordance with the prior approval of the Committee the post of Head of Sustainable Development was advertised externally from 7th July 2022 to 25th July 2022.

- 2.2 Following an assessment process, the Director of Place, in consultation with colleagues also involved in that assessment, has identified candidate (s) that will be invited to the final interview stage with members. The details of those candidates are included in Part II of this report along with the application forms.
- 2.3 At the final interview stage, it is suggested that Members of this Committee interview the short listed applicant (s) and that Members then determine if any candidate is suitable for appointment to the post.
- 2.4 A list of the suggested questions and presentation topic will be circulated for consideration and determination by Members.
- 2.5 Interviews will be conducted under "Part II" provisions of Access to Information legislation.
- 2.6 Assessment forms will be provided at the Final Interview for Members to complete as part of the assessment.
- 2.7 Members are asked to delegate residual appointment details, as appropriate, to the Director of Place if a suitable applicant is confirmed by members.

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

## **4. Resources and Legal Considerations**

### **Financial**

- 4.1 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**

- 4.2 There are no employment issues.

### **Legal (Including Equalities)**

- 4.3 This recruitment process is compliant with Local Government, Employment and Equalities legislation.
- 4.4 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.

## **5. Background Papers**

Appendix A - Head of Sustainable Development JD and PS

# 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**

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

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



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

