



**Community and Enterprise Resources  
Head of Planning, Regulatory Services and Climate  
Job profile**

**Grade scale:** CO 41 – 43  
**Reports to:** Executive Director

**Purpose of the job**

To provide strategic leadership, direction and management for Planning, Regulatory Services and Climate, ensuring the effective delivery of high-performing statutory services whilst shaping sustainable, inclusive and resilient places across South Lanarkshire.

**Key tasks and responsibilities**

Provide strategic leadership and direction for Planning, Regulatory Services and Climate, ensuring delivery of Council priorities and statutory responsibilities.

Lead the Council's planning, regulatory and climate functions to support sustainable economic growth, environmental sustainability, community wellbeing and the creation of successful places.

Fulfil the statutory role of Chief Planning Officer and provide professional advice to elected members, senior officers and partner organisations on planning, regulatory and climate matters.

Ensure the effective delivery of Planning, Building Standards, Environmental Services, Trading Standards and Climate Change and Sustainability functions in accordance with relevant legislation, policy and professional standards.

Lead the development and implementation of strategies, policies and programmes that support place-making, sustainability, climate resilience and the reduction of inequalities.

Drive continuous improvement, innovation and transformation across services to improve outcomes, customer experience and value for money.

Develop and maintain effective relationships with communities, elected members, public sector partners, businesses, developers and regulatory agencies.

Ensure effective management of workforce, financial resources, together with appropriate governance, risk management and performance arrangements.

Promote the positive reputation of South Lanarkshire Council through visible, collaborative and effective leadership.

## Person specification

| Criteria                                     | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Desirable                                                                                                                                                  |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Education, qualification and training</b> | Educated to degree standard or equivalent in a discipline that is relevant to the functions or equivalent relevant experience.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Chartered Membership of the Royal Town Planning Institute (RTPI) or similar accredited professional body relevant to the duties and functions of the post. |
| <b>Skills, knowledge and experience</b>      | <p>Ability to demonstrate significant Head of Service or senior management / strategic management experience across a large complex public sector or local government organisation.</p> <p>Demonstrates experience of shaping and delivering strategic place-based initiatives, bringing together multiple partners, disciplines and stakeholders to improve outcomes for communities.</p> <p>Ability to lead and direct multi-functional teams across the Resource.</p> <p>Ability to provide strategic advice and professional leadership within a politically accountable environment.</p> <p>Can demonstrate substantial leadership and change management experience, showing excellent strategic, operational and financial management skills across a complex public sector or local government organisation.</p> <p>Demonstrates a customer focused approach to service design and delivery aligned to legislative requirements.</p> <p>Ability to build effective relationships and work collaboratively with employees,</p> | Experience of leading regional or national partnership initiatives.                                                                                        |

| Criteria                  | Essential                                                                                                                                                                                                                                                                                                                                                                                     | Desirable |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|                           | customers and stakeholders to promote a culture of teamwork, accountability and success.                                                                                                                                                                                                                                                                                                      |           |
| <b>Personal qualities</b> | <p>Shows a strong personal commitment to improving local public services.</p> <p>Acts with honesty, integrity and transparency; treats people consistently, fairly and with respect.</p> <p>Persistent, tenacious, highly motivated and not easily discouraged.</p> <p>Inclusive and supportive team player.</p> <p>Works in a flexible, adaptable manner; acts with discretion and tact.</p> |           |
| <b>Other</b>              | <p>This post has been politically restricted in terms of the Local Government and Housing Act 1989.</p> <p>This post is excepted in terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 2003.</p>                                                                                                                                                                            |           |

### Safer recruitment checks

In line with statutory requirements and safer recruitment obligations, we carry out a number of pre-employment checks:

- Asylum and Immigration: right to work in the UK.
- Reference check: external candidates require 2 references, one of which must be from their present or most recent employer; Internal candidates require 1 reference from their current line manager.
- Candidate Disclosure Scotland check (where applicable.)

### Behaviour framework

The council's behaviour framework is a set of core behaviours that defines the Council's expectations of how employees approach work and deliver the key tasks for the role. The expected behaviours for this role are:

## **Efficient**

- Drives service improvement and innovation by communicating vision and a sense of purpose across area of responsibility.
- Achieves efficiency savings taking account of council objectives and workforce planning requirements whilst improving outcomes for the communities of South Lanarkshire Council.
- Develop services which have a positive impact on the physical environment of South Lanarkshire Council ensuring sustainability of resources.
- Adopt a non-bureaucratic approach to service delivery and encourage others to seek simple solutions to achieve objectives.
- Adopt a project management approach when reviewing services and delivering change.

## **Flexible**

- Plans for the variability of service demand and resource availability ensuring the system has the resilience and capacity to cope with uncertainty.
- Leads creative approaches in designing services and developing new ways of working which achieve efficiency and improvement.
- Views and presents change as an opportunity to modernise and 'future proof' services.
- Drives change by persuading and influencing others.
- Understands the impact on change on others and becomes a focal point of support and guidance in times of uncertainty.
- Takes responsibility for change and coaches other to do the same.
- Communicates facts to dispel rumours.

## **Performing**

- Focus on strategic long-term outcomes, anticipate changes in working practices and effectively manage transitions.
- Works to achieve and vision of customer focus, improvement and excellence within the council, as well as with partners and other stakeholders.
- Gives teams defined structures and clear direction, enabling a strong sense of ownership and personal responsibility for the delivery of outcomes and objectives.
- Health, safety and wellbeing are at the heart of approach and ensure that these principles are understood in the application of your strategic responsibilities.

## **Working with others**

- Spends time building relationships with partners.
- Facilitates elected member involvement and consults with representative groups when formulating strategies.
- Inspires a 'one team' culture.
- Builds networks, locally regionally and nationally to help provide support and expertise by shaping and driving forward agendas and addressing concerns.
- Role models inclusive leadership; respecting colleagues, partners and customers and treating people according to their needs.
- Engages with communities, internal and external partners ensuring the full range of views are taken into account.
- Understands the importance of communication, evaluates its effectiveness and takes steps to improve; leading and encouraging open communication at all levels in the organisation.
- Understand respectful challenge and makes own case whilst recognising the concerns of others.

## **Leading**

- Visible and accessible to employees within your service/area of responsibility.
- Role model for inspirational leadership.
- Builds commitment and engagement to improve team cohesion and outputs.
- Demonstrates sensitivity and good judgement in decision making and relationships.
- Is able to take difficult decisions in complex and challenging situations for the best interests of the service and the council.
- Evaluates resources, options and consequences in decision making.
- Communicates positive messages about the organisation, acting in its best interests and being an ambassador for South Lanarkshire Council.
- Understands the power and authority that comes with the senior manager role and adapts behaviour to ensure interactions with others are positive and empowering.
- Coaches and mentors' others and has continuous learning and development as a key priority for the service.

**If you need this information in another language or format, please contact us to discuss how we can best meet your needs.**

**Phone 0303 123 1015 or email [equalities@southlanarkshire.gov.uk](mailto:equalities@southlanarkshire.gov.uk)**