



Inclusive
Ambitious
Always learning



Candidate Pack

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Director's Welcome

Dear Candidate

Thank you for your interest in our position. This is an exciting opportunity to join our dynamic team, here at Bracknell Forest.

This role sits in the Place, Planning and Regeneration directorate which covers placed-based services including Planning and Building Control, Highways and Transport, Regeneration and Economy, Public Health and Parks and Countryside.

Shaping, encouraging and delivering the planned growth of Bracknell Forest is a key part of our ambition. Our aim is to create a vibrant, high quality, and well-planned places to live, work and visit. Significant steps have already been taken towards this including the regeneration and creation of a new mixed use town centre, 'The Lexicon', which opened in 2017. This has raised the perception of the Borough and created pride in the area. We are also supporting the delivery of an ambitious housing programme with large-scale infrastructure projects being implemented across the borough and an impressive enhancement scheme to the Council's open spaces. This is an exciting time to join our team where you will be key to the delivery of these projects that improve residents' lives and positively impact our borough and the surrounding areas.

In the same way that our community is diverse, we seek to be inclusive in building our own teams. Our employees are commercially minded and motivated to have a positive impact on the community and we look for individuals who are proactive in developing and improving our practices, bringing a "can-do" approach to all that they do. We know our staff are our greatest asset, therefore we are seeking talented and innovative individuals with the experience and drive to help us achieve our ambitions.

I hope that the information in this application pack will be useful in supporting your application to work with Bracknell Forest Council.

If before applying you would like to learn more about the Council, or speak to me about the role please do contact me with any questions or to arrange a conversation via email - Andrew.Hunter@bracknell-forest.gov.uk



Andrew Hunter

Executive Director: Place, Planning & Regeneration

About Bracknell Forest Council

Bracknell Forest Council is proud to be an award-winning and forward-thinking organisation that knows what it's doing and where it's going.

We positively celebrate Diversity & Inclusion for all our employees and residents. As one of our employees, we want you to fulfil your potential, feel valued for your individuality and feel confident bringing your authentic self to work.

At Bracknell Forest Council we are always looking for better ways of doing things. The people in our community are at the centre of all that we do. Our staff are vital for delivering innovative projects and you will be trusted and empowered to take ownership of your own work. You will have time to immerse yourself in the community and be supported by peers and leaders to excel in your role.

A career with us means having everything you need to build on your skills and really make a difference, building better relationships and communities. This is your chance to make a long-lasting impact, both on the place and the people that we serve.

Location

This position is based at Time Square, Market Street, Bracknell but we work flexibly. Attendance at the main office is only required as and when necessary to fulfill the role effectively. In the first six months we would expect you to be in the office more frequently to meet your teams, build relationships and to get under the skin of Bracknell Forest.

Bracknell Forest Council offices are located in East Berkshire. Bracknell benefits from a regular rail service from Reading to London Waterloo.

Our main offices at Time Square are 2 minutes walk from both the bus and train stations and there is also ample parking close to our office and good cycle routes across Bracknell Forest. We are also conveniently located for transport with the M3, M4, M25 and Heathrow all less than a 30 minute drive. Bracknell Forest offers a range of flexible working initiatives to suit employee circumstances.

Values and Behaviours

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We are, Ambitious, Inclusive and Always Learning.

We make our values real by demonstrating them in how we behave every day.

If we sound like the sort of people you'd like to work with, then we think we would like to work with you!

Everything we do is about creating a better legacy for our employees, our places, for everyone who lives in our communities.

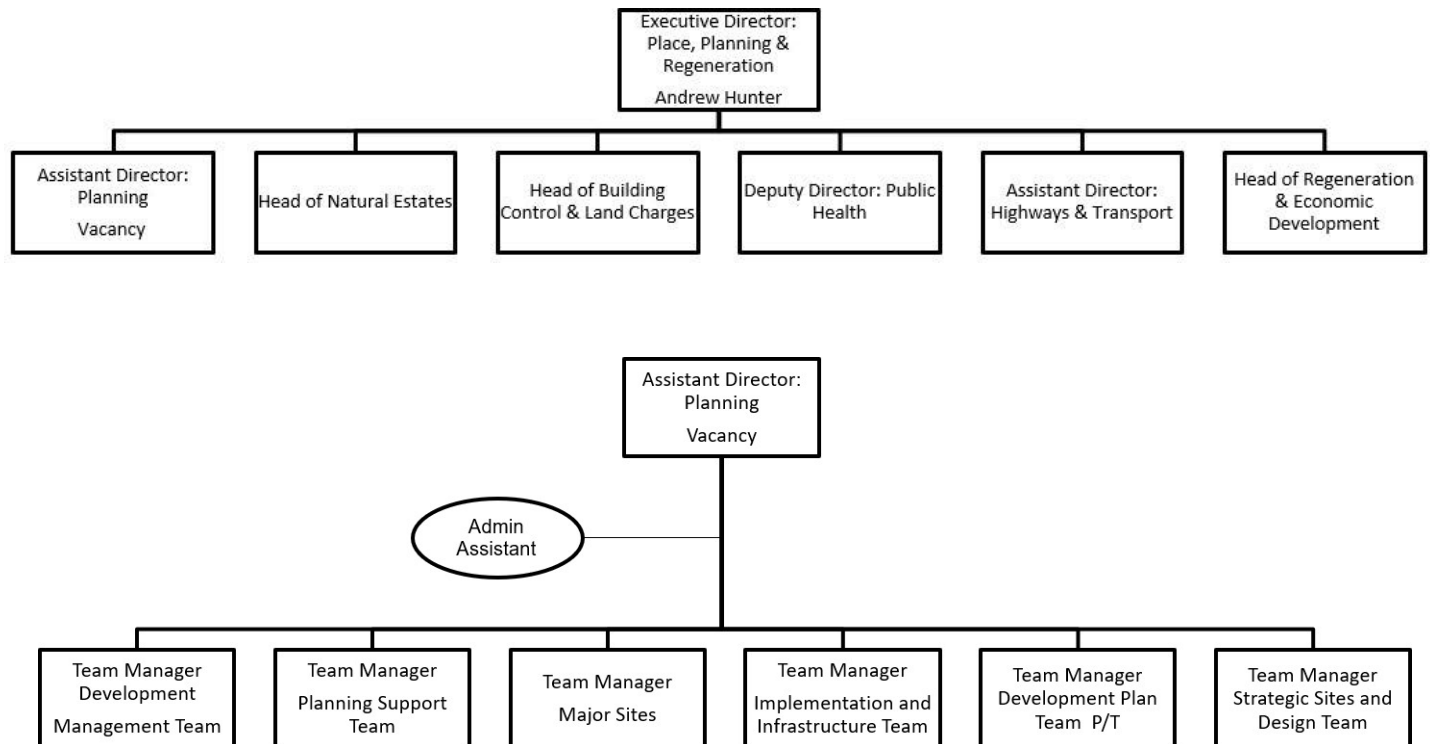
We enable our people to be part of our journey by giving them fantastic opportunities for growth, a strong sense of ownership and a huge scope for impact.



The Role

The role of The Assistant Director: Planning, is located in our Place, Planning and Regeneration directorate within which there are six key sections: Building Control and Land Charges, Highways and Transport, Parks and Countryside, Planning, Public Health and Regeneration and Economy.

Organisation Chart



Key Deliverables (in the first 12-18 months)

- Leading and shaping the planning service improving performance and enhancing the “can do” culture.
- Being the council’s technical lead for all planning related matters.
- Embedding the New Local Plan, seeking to deliver the site allocations, implement the new planning policies and monitor the effectiveness of the new plan.
- Lead the development management teams creating a high performing team with a positive and proactive culture.
- Assist the Planning Committee in its decision making, advising on matters of policy and sound decision making.
- Work collaboratively across the Council to deliver the ambitions set out within the Council Plan.
- Support the Council’s Business Change Programme.

Budget

The role has a budget responsibility of £1m-1.8m. The service also negotiates several millions of pounds annually of contributions and in-kind infrastructure provision through Section 106 agreements and secures millions of pounds per year through the setting and collection of the Community Infrastructure Levy.

Additional Information

- [The Council Plan | Bracknell Forest Council](#)
- [Our Values](#)
- [Place, Planning and Regeneration Directorate service plan for 2023](#)
- [Planning and building control | Bracknell Forest Council \(bracknell-forest.gov.uk\)](#)



JOB DESCRIPTION

Job Title:	Assistant Director: Planning		
Directorate:	Place, Planning and Regeneration	Salary:	£92,752 to £98,266 p.a.
Section:	Planning	Grade:	Senior Salary 3
Location:	Time Square	Work Style:	Home-Flex/ Hybrid

Key Objectives of the role

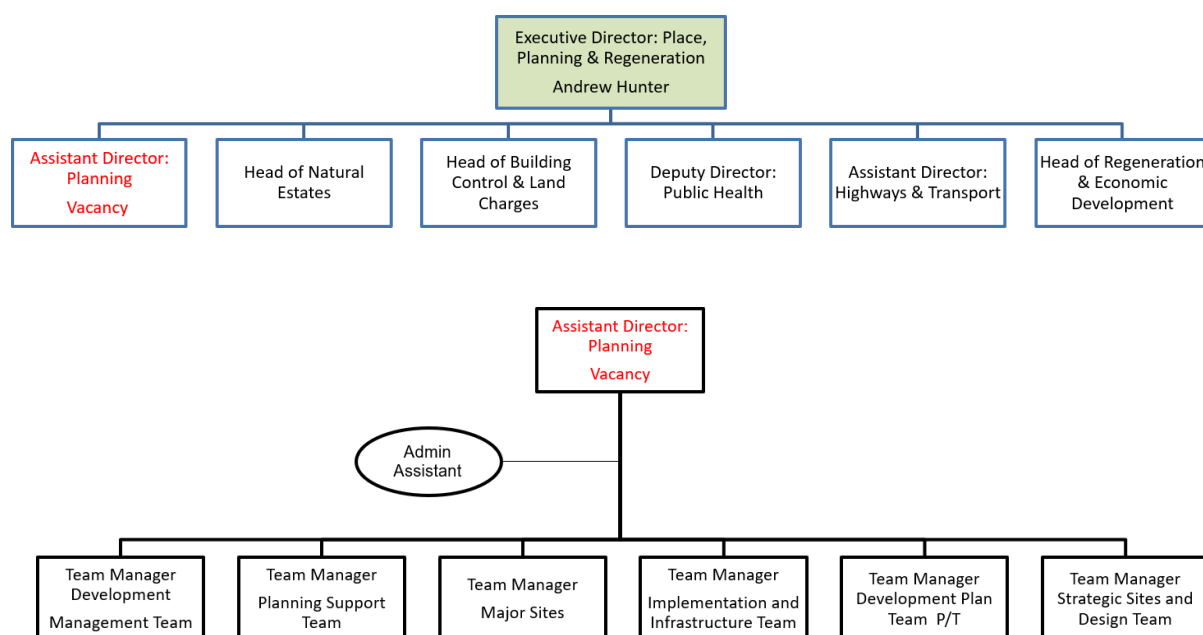
Reporting to the Executive Director: Place, Planning and Regeneration to lead an effective and high performing planning service to:

1. plan, create and maintain sustainable and resilient communities, ensuring that the right resources are in place to deliver decisions and policy making in line with statutory requirements, national guidance and council priorities.
2. oversee and manage development through the effective and timely determination of planning applications, to a high level of performance. Ensuring high quality decision-making complying with national legislation and guidance and locally adopted policy documents. This will include taking appropriate enforcement action under planning powers and defending planning decisions at appeal.
3. lead progress and advise the Council on:
 - the determination of planning applications
 - the Local Development Framework
 - the Duty to Co-operate and strategic planning matters
 - neighbourhood Planning
 - Minerals and waste planning
 - Infrastructure planning, funding and delivery
 - the response to changes in national planning policy and legislation
 - net zero approaches to planning and development
4. manage, implement and monitor spatial policies in relation to strategic planning and transportation planning in a local and regional context, including:
 - urban design,
 - housing delivery,
 - the planning and delivery of key sites,
 - securing funding for, and implementation of, key infrastructure to support growth,
 - protection and enhancement of the borough's heritage assets,
 - moving towards net zero carbon and climate change adaptation,

- sustainability appraisals,
- economic prosperity and other major development issues as they relate to planning.

5. contribute to the Council's wider corporate strategy and objectives through:
 - participation in the senior leadership group,
 - active participant in the Departmental Management Team
 - contributing to other internal and external groups and initiatives.
6. lead the officer team who make up the Local Planning Authority, demanding a proactive and positive approach to all planning decisions and policy making affecting the Borough.
7. Support the planning committee in all its decision making, being the key technical officer advising the committee members on planning related matters.
8. Work collaboratively with partners and other parts of the council, contributing to the delivery of key built projects within the Borough.

Designation of post and position within departmental structure



Daily and monthly responsibilities

1. To advise the Executive Director: Place, Planning and Regeneration on matters relating to development management, planning and transport policy and to provide professional and technical advice as required to Council Officers, Councillors and the public in general.
2. To be responsible for the Development Management process, including the effective running of, and attendance at, the Planning Committee and determination of planning and other relevant applications.

3. To manage the overall budget for the planning service so that income levels and budget monitoring lead to a balanced budget position.
4. To be responsible for effective enforcement against breaches in planning control in accordance with the Local Enforcement Plan and performance targets.
5. To be responsible for the maintenance, development and assisting in the implementation of all statutory and non-statutory plans as pertinent to the work of the Planning Division and the wider Council.
6. To work collaboratively with the Assistant Director Highways and Transport in the development of Transport Policy.
7. To work jointly with the Economic Development and Regeneration Manager to develop and promote regeneration and economic prosperity for the Borough, ensuring the Council's planning policies help to facilitate sustainable growth and regeneration.
8. To provide Councillors, in particular the Chair of the Planning Committee and the Executive Member for Planning and Transport, with advice and support on planning matters.
9. To prepare reports and attend meetings of the Executive, Council, and other committees, member or senior officer or public meetings as may be required.
10. Keep service-related systems and procedures under review and implement changes where appropriate, including the use of new technology in delivering a digital planning service and in order to deliver transformation and other savings and improve the customer experience.
11. To be responsible for conducting performance appraisals, promote continuing professional development of staff and setting standards of performance with reference to the Council's values and behaviours and to monitor achievement keeping the Director: Place, Planning and Regeneration advised of any developing issues.
12. To work with the Heads of Planning in Berkshire to address issues of common interest including strategic cross border planning matters, joint working on evidence and Minerals and Waste planning.
13. To deputise for the Executive Director: Place, Planning and Regeneration as required and to actively contribute as a member of the Departmental Management Team.
14. To produce and keep adequate and approved records and to compile reports, statistics or other relevant material related to the duties as allocated to the team or any others as may be reasonably required including ensuring that all statutory and government returns are completed and returned as required.
15. To be responsible for the health, safety and welfare of all staff working in or for the Service, including any agency or contracted staff, and to report to your line manager any work-related activity likely to give rise to serious risk to personal or public safety.

Scope of role

Budget

To be responsible for budgetary control in respect of the functions of the division and revenue budgets of a value of between £1m-1.8m. The service also negotiates several millions of pounds annually of contributions and in-kind infrastructure provision through Section 106 agreements and secures millions of pounds per year through the setting and collection of the Community Infrastructure Levy.

Impact and influence

This is a politically restricted post.

The postholder has regular contact with senior Councillors and officers and is required to be sensitive to matters of confidentiality.

As the Council's principal advisor on planning matters the postholder must keep abreast of changes in legislation, policy and procedures. The nature of the work is critical to the delivery of the Council plan.

The postholder will oversee the management of in the region of 50 staff.

Commitment to the Council's equality and diversity policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Represent the Council at a local, regional and national level on matters relating to planning.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	• A degree or professional qualification relevant to the activity of the division • Membership of a recognised and related professional institute	• Management qualification
Competence Summary (Knowledge, abilities, skills, experience)	• Evidence of professional competency and extensive experience of managing a team or section. • Ability to provide professional guidance to the Corporate Management Team and Executive Members on planning matters. • Ability to allocate resources to competing priorities and to manage complex projects. • Experience in budgeting and financial control. • Experience in the presentation of reports to a wide range of audiences. • Ability to communicate effectively with officers, Councillors and the public. • Ability to set objectives and drive and monitor performance against objectives. • Ability to lead multi-disciplinary teams and to motivate staff. • Demonstrable ability to grasp technical issues and provide professional advice. • Experience in chairing of officer working groups. • Experience in working in a multi-disciplinary environment. • Demonstrable record of project management for major development sites, corporate projects and/or regeneration.	• Knowledge of Microsoft packages

Work-related Personal Requirements	• Pro-active 'can do' attitude • Organised • Capable of logical reasoning and effective decision making under pressure. • Ability to lead teams and able to communicate effectively. • Demonstrable willingness and ability to work in a corporate manner. • Self-motivated and proven integrity. • Ability to make presentations to large groups both in person and online. • Ability to think strategically and work in a corporate manner. • Broad awareness of wider range of local government functions. • Questioning, analytical and innovative approach • Ability to recognise and implement opportunities for service development.
Other Work Requirements	• Driving Licence. • Regular attendance at Planning Committee (monthly evening meetings and quarterly Saturday morning member site visits). • Occasional attendance at other meetings / consultation events outside of normal working hours as required. • Must be prepared to work flexible hours to meet the requirements of the job.
Role models and demonstrates the Council's values and behaviours	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities. We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

Working Flexibly

We understand the importance of a healthy work and lifestyle balance for our staff. Our flexible working scheme will give you some flexibility in your working day.

Your work style is “Home-Flex/Hybrid”. This allows employees to work remotely for the majority of their working week. The extent, timing and location of remote working will be by agreement with the Executive Director: Place, Planning and Regeneration.

Benefits

We want to offer staff the most competitive benefits for working with us. We already benefit from our surroundings with six green flag recognised parks, extensive woodlands, excellent transport connections and a newly regenerated town centre, however all staff can make the most of the following:



Leisure Membership



Travel Benefits



Shopping Vouchers



Dental Plan

...and many more!

Relocation

Notwithstanding our commitment to agile working, if you do have to move to a new house to work for us, a relocation scheme is available if you are moving from over 40 miles away to within 15 miles of your workplace. This includes a lodging or travel allowance plus assistance with moving expenses. In addition, a monthly allowance can be paid for 4 years to cover regional differences in house prices. Available for both those who have yet to take their first step on the property ladder and for existing homeowners. Full details are available from HR.

If you attend an interview, please mention your interest in our relocation package.



Annual Leave

The annual holiday entitlement for this role is 28 days per annum plus bank holidays.

Annual holiday entitlement increases with length of service (5 additional days after 3 years continuous Local Government service).

Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £74,701 to £105,900 pa contributes at 9.9%.

Car Parking

Assistant Directors are entitled to park on site at our Time Square, Bracknell office free of charge.

Car Allowance

This post carries a Casual Car User Allowance. Business miles are claimed at 45p per mile for the first 8,500 miles and 25p per mile thereafter.

Salary

The salary for this role will be within the local Bracknell Grade S3, £92,752 to £98,266 per annum. The starting salary offered will depend on your experience. Entitlement will be periodically reviewed.

Learning and Development

We actively encourage all our employees to take up the wide variety of learning and development available and are currently reviewing our leadership development program for the Corporate Management Team. This post will have a key role in developing the future development programmes.

We have a blended approach to learning which can include face to face, masterclasses, eLearning, and other interventions. Our formal appraisal process assists us in identifying skills gaps and areas for personal development as well as to highlight key focus areas going forward.

Manager Forums are held quarterly at which CMT provide information and updates to managers in a private setting and facilitate discussions around key council focussed areas or potential developments. Managers are encouraged to participate and share learning at these events.



We actively encourage all employees to take up the wide variety of learning and development available.

Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

Please complete the Equal Opportunities Monitoring Form when you upload your details. We are keen to ensure that all our jobs are accessible to all members of the community and use this data to monitor our progress in doing this.

We aim to ensure that individuals are recruited, selected, trained and promoted based on ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

We encourage applications from those with a disability. We have made a commitment to guarantee an interview to any applicants with a disability who meets all the essential criteria of the person specification.

All staff should always hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

Our commitment to those with a disability

We are signed up and committed to the Disability Confident scheme. We make sure that we will not treat a disabled person any less favourably because of their disability and will offer an interview to anyone with a disability who meets the essential criteria on the person specification. We are committed to making sure that disabled people and those with long term health conditions have the opportunities to fulfil their potential and realise their aspirations.



How to apply

Closing date for Applications: Midnight, Sunday 25th February 2024.

The following guidance contains important information to help with your application:

- Please apply by submitting a CV and Covering Letter (no more than four sides of A4 in length per document aligned to the person specification). Please also include your contact details.
- Please ensure that you address the key requirements as set out in the person specification. These competencies will be used as part of the assessment process.
- Please ensure all gaps in employment and education history are fully explained on your CV; we may wish to verify this information during the recruitment process.
- Please return your application by the closing date – no applications will be accepted once the long listing process has begun.
- Following long listing, you will be contacted directly by the aligned Penna consultant to update you on the status of your application.

To apply for this role please [click here](#)

If you have any questions or would like a confidential discussion with a Penna consultant, please contact:

- Ali Tasker - Researcher | 07514 724114 or Ali.tasker@penna.com
- Rachael Morris – Senior Consultant | 07840 711217 or Rachael.morris@penna.com



More About Applying

Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. Offers of appointment are subject to right to work, satisfactory references, medical clearance and if applicable to the post, a Disclosure & Barring Service check.

All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period. Successful completion of probation will be dependent on completion of the Council's mandatory courses which include Equality & Diversity, Health & Safety and GDPR.

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

The Assessment Process

Assistant Director roles at Bracknell Forest are member-appointments. As part of the process, you will undergo a technical interview with Bracknell Forest, supported by Penna and if progressed, you will be invited to attend an assessment centre followed by a final interview panel, which is a formal committee, supported by officers. The Penna team will be on hand to support you through your candidate journey and will offer coaching and advice at every step.



Politically Sensitive

This post is a politically sensitive post, i.e. politically restricted under The Local Democracy, Economic Development and Construction Act 2009. This means there are certain restrictions to observe relating to canvassing for political parties or taking up a political office- although you may still become a Councillor in a Town or Parish Council. Employees who are listed as “politically sensitive” are limited as follows:

- Postholders are disqualified from being Members of any County, Borough or District Council including Bracknell Forest.
- Postholders are disqualified from being a Member of Parliament or of the European Parliament.
- Postholders are restricted in terms of public political activity (e.g. open campaigning or canvassing in elections, publishing political articles).

Further details are available on request. Please feel free to discuss this at interview.

What happens to the information you give us?

If you are unsuccessful in your application, all data contained in your application form will be destroyed within a reasonable time frame.

The council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

