L&Q Group

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| **Role title** | Design & Planning Manager | **Date** | 15/02/2 |
| **Reports to Title** | Head of Design & Planning | **Version** | 2 |
| **No** |
| **Responsibility for End Results** |
| Lead the project management of the design and planning process to obtain optimum viable and implementable planning consents and associated agreements. Identify and pursue opportunities to optimise or revise consents, where appropriate, as part of the planning strategy. Identify, manage and mitigate planning risks, working collaboratively with Business Development, Land and Regeneration teams to review impact on business plan. Manage pre-construction consultant budget and spend. Work with the Operations Team to ensure buildability, up to date cost plans and construction programmes. Work with Sales to ensure design achieves sales brief/ maximises value potential. Manage design sign-off through PTW process. As required, assist Project Management, JV and Operations Teams on planning matters post-handover. Build and manage relationships with external stakeholders in the planning process. |
| **Key Responsibilities / Deliverables:** |
| **Main Accountabilities:** List the major activities or functions necessary to achieve the job’s end results. The percentage of time spent on each of these should add up to 100%.  | ***Time******(%)*** |
| Leadership and management including customer service/ values - Deliver excellent customer service in line with L&Q values. | 20 |
| Strategy/ achieving objectives – Responsible for managing a portfolio of projects to obtain or enhance planning consents and associated agreements. Lead preparation, review and submission of planning applications including outline, reserved matters, condition discharges, and other applications. Ensure planning permissions and S106 agreements accord with the approved business plan, L&Q requirements, consultant budgets and programme. Assist in identification of land opportunities. Assess residential-led planning potential of new development opportunities, co-ordinate and provide business plan inputs as required.. Provide timely, informative and accurate information to Senior Managers as required. | 20 |
| Working with Others – Internal - Work collaboratively with all L&Q teams. Lead liaison with internal stakeholders through the development project management process and PTW process to achieve best value through all design stages. Work with the Operations Team to ensure buildability. Work with Sales to ensure design achieves sales brief/ maximises value potential. Manage design sign-off through PTW process. Regular Liaison with regional staff and teams across L&Q. | 20 |
| Working with others – external - Develop, maintain and influence relationships with key stakeholders and partners, including third-party liaison with local authority officers, members and planning and design consultants. | 20 |
| Budgetary responsibility - Manage and control budgets for activities managed. Ensure spend within budget as detailed in business plan. Report on this to the Head of D&P-1 | 5 |
| Compliance - Ensure H&S compliance ensuring regulatory and governance procedures are adhered to. Adhere to relevant statutory and regulatory provisions. | 5 |
| Records and systems - Deliver with 100% accuracy the KPI’s you are responsible for. Maintain the necessary relevant L&Q records and systems. | 5 |
| Risks - Manage risks associated with areas under the jobholder’s control. Ensure that effective controls are in place to highlight and limit risk. | 5 |

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| **Financial Responsibility:** Enter below any revenue, operating or capital budgets for which the role is accountable. |
| Work within the expenditure authority levels to which your role is accountable. |
| **People Responsibility:** Indicate below the number of employees for which the role has supervisory / management responsibility. If the number varies, indicate an average or a range.  |
|  | ***Direct Reports*** | ***Indirect Reports*** |
| **Total** **Employees** | 0 – 2  | 0 |
| Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities. |
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| **Technical Knowledge/Skills**  |
| List of technical knowledge/ skills required to successfully perform the job role; including professional qualifications |
| Demonstrable experience of leading on and undertaking the design and planning process and extensive experience of residential development – **Essential** | Academic & professional qualifications: RICS, RTPI, RIBA, CIOB or equivalent work experience – Essential |
| Understanding current and upcoming changes to planning policy and guidance – **Desirable** | Proven experience of working in a high volume, results driven development programme – **Essential** |
| Excellent negotiation skills gained in a similar environment – **Essential** | Commitment to providing high levels of customer satisfaction and demonstrable experience in working positively in customer facing environments – **Essential** |
| Able to demonstrate financial and commercial acumen – **Desirable** | Demonstrable collaboration, stakeholder management and influencing skills - **Essential** |
| Self-motivated and innovative problem solver – **Essential** | Organisational, planning and project management skills, able to demonstrate results and deliver continuous improvement – **Essential** |
| Strong project co-ordination skills and the ability to multi task and meet deadlines - **Essential** | Presentation and Networking Skills – **Essential** |
| Computer literate with a good proven competency in MS Office – **Essential** | Excellent written and oral communication skills – **Essential** |
| **L&Q Values** |
| These are our guiding principles. They describe how we deliver our mission and vision through our behaviours and actions. |
| **People** |
| We care about the happiness and wellbeing of our customers and employees |
| **Passion** |
| We approach everything with energy, drive, determination and enthusiasm  |
| **Inclusion** |
| We draw strength from our differences and work collaboratively |
| **Responsibility** |
| We own problems and deliver effective, lasting solutions  |
| **Impact** |
| We measure what we do by the difference we make  |
| **Other**  |
| Commit to supporting L&Q’s environmental policy and social missionI will comply with all L&Q Health and Safety policies and procedures and commit to working towards best practice in the control of health and safety risks |