

Job Description: Principal Consultant – Planning Advisory Service (PAS)

Reports to:  Principal Adviser – PAS

Directorate/team:  PAS

Grade: 6

Job Purpose:

To deliver a range of advisory and consultancy services for local councils that support the process of change, modernisation and organisational development, with reference to planning and the environment.

Core Accountabilities:

1. Lead part of the agreed programme of work to the satisfaction of the Ministry of Housing, Communities and Local Government (MHCLG) and/or Natural England and ensure that it is focused on helping councils to meet their challenges and priorities.
2. Maintain an overview of the political and policy context that impacts on the local councils.
3. Develop and maintain strong external networks and partnerships that are of value to PAS and our funders.
4. Monitor allocated budget(s) and produce accurate outturns/projections against the PAS work programme to ensure effective use of resources and maintain financial control.
5. Create an environment that treats people with respect and enables them to develop and realise their potential.
6. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies.
7. Lead or participate in projects that support the delivery of the PAS work programme.
8. Undertake any other duties and responsibilities appropriate to the post

Specific Accountabilities:

9. The post holder will be responsible for delivering bespoke consultancy work (e.g. Direct Support; Peer Reviews, event series, training etc.) and project management of change improvement programmes for local councils through the PAS work programme.

10. To develop innovative new products and services with expertise in line with the PAS work programme and for the benefit of local councils.
11. To contribute to the wider debates on improvement, dissemination of best practice and the training and development needs of the Local Government Sector.
12. To manage the procurement and delivery of contracts through external contractors ensuring best value, diversity of personnel and quality of delivery. This includes management of delegated budgets and income targets, estimation of resource requirements, risk analysis, milestone planning, people and client resource management.
13. As part of a team, making creative and focused use of the above approaches and practice knowledge to solve clients' problems and produce practical collaborative solutions.
14. To build positive working relationships with councils, within the LGA and client teams, other planning organisations and the third and private sector where this champions local government and the role of PAS.
15. To ensure that key findings from the postholder's work are understood and integrated by taking responsibility for the dissemination and interpretation of learning.
16. Take opportunities to undertake commercial work where our grants cannot be used to support councils.

Relevant Contacts:

Local authorities

LGA

MHCLG

Natural England

Planning networks and professional groups

Person Specification: PAS – Principal Consultant

Qualifications	<ul style="list-style-type: none"> • Relevant degree, professional qualification or able to demonstrate equivalent • Membership of a professional body (desirable)
Knowledge and experience	<ul style="list-style-type: none"> • Understanding of local and central government, their roles structures and relationships. • Understanding of key government policy objectives regarding planning, housing and the environment • Record of achievement in complex political environments, preferably in local or central government. • Understanding of local government policy, improvement agenda and role of local government planning • Experience of: <ul style="list-style-type: none"> ○ building and maintaining effective relationships and partnerships. ○ contributing to the development of strategies, interventions and innovative solutions to complex issues ○ managing performance ○ project management, demonstrating the ability to meet targets in respect of deadlines and resources.
Skills and abilities	<ul style="list-style-type: none"> • Political awareness and sensitivity to ensure credibility with politicians, senior managers, key stakeholders and staff. • High level analytical skills including the ability to interpret evidence and identify trends • High level interpersonal skills, with the ability to influence and negotiate with a wide range of stakeholders effectively • A team player, willing to work flexibly to meet changing priorities • Able to deliver under pressure, prioritising work against competing demands to meet deadlines. • Highly developed written and oral communication skills, including the ability to speak confidently in public and to present complex ideas in a clear and comprehensible way. • Self-motivated and self-supporting • Intellectually agile and innovative, capable of translating ideas into policy and practice • Demonstrable skills in leadership of project teams consisting of a diverse range of participants with a variety of skills/backgrounds • Commitment to personal and professional development.