

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Programme Lead (Oxfordshire Plan 2050)
Salary:	£63,144 - £66,265 per annum
Grade:	18
Hours:	37
Team:	Growth Deal – Oxfordshire Plan Team
Service Area:	Growth Board
Primary Location:	Oxford (with county wide travel and ability to work from home)
Budget responsibility:	Oxfordshire Plan Budget
Responsible to:	Oxfordshire Plan Senior Responsible Officer
Responsible for:	Oxfordshire Plan 2050 Programme

Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

This post is pivotal to the long-term future of Oxfordshire, and to the success of the Oxfordshire Housing and Growth Deal agreed with Government. Oxfordshire's growing economy is set to create challenges and opportunities for the County related to housing, infrastructure, public services and the environment. These issues will best be addressed through joined up planning between the Local Councils to prioritise sustainable development and quality of life.

A key element of the Deal is the development of a Joint Statutory Spatial Plan (the Oxfordshire Plan). The post holder will be expected to understand and work with Local Planning Authorities to shape partners efforts to deliver the Oxfordshire Plan for submission by 30th September 2022, and then to take the plan through Examination for adoption. This will involve the post-holder working across all partners (Local Planning Authorities, the County Council, and OxLEP) involved in the effort to create a clear plan which creates innovative and effective solutions to secure delivery of the Plan within the timetable agreed between the Partnership and Central Government.

To support the Oxfordshire Plan matrix management arrangements are in place within a complex programme and project setting (resources are likely to be variable to reflect workload peaks and the need for the programme resource to be flexible). In practice this means that the postholder will have some dedicated team resource but also need to work closely with and influence the use of resource in the participating authorities.

Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

- Leading the preparation of an innovative long-term Plan that delivers the emerging Strategic Vision for Oxfordshire and its ambitions for long-term sustainable development, and links with the emerging Spatial Framework for the Oxford to Cambridge Arc.
- Delivering other strategic planning documents that support the Oxfordshire Plan as agreed by the Local Planning Authorities and/or the Oxfordshire Growth Board.
- Securing a robust and viable delivery plan for the Oxfordshire Plan with clear timeframes, accountabilities and resource requirements.
- Establishing and developing effective working relationships with partners especially local authorities, and other stakeholders, including influencing the pace and take up of a continuous improvement culture which helps the partners work collaboratively and cohesively.
- Ensuring that all relevant policies and procedures are adhered to and concerns are raised in accordance with these policies in a way that reinforces and enhances the partnership.

Main Duties:

- Create, manage and deliver the Oxfordshire Plan to agreed timescales.
- Provide professional leadership for the team preparing the Oxfordshire Plan and act as the key professional advisor to the Growth Board on the Oxfordshire Plan and associated planning matters.
- Foster partnerships to develop effective relationships with all agencies and organisations involved in the delivery of the Oxfordshire Plan and related delivery programme across the public, private and not for profit sector.
- Ensure effective engagement and communications on the Oxfordshire Plan that are meaningful and tangible for residents and other non-technical stakeholders.
- Be accountable for relevant streams of programme investment budgets, ensuring effective and efficient use of programme funding.

This job description is not an exhaustive list of tasks and responsibilities, and the post-holder may be required to undertake additional tasks and responsibilities which are commensurate with the grade of the job.

You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.

Because this is a post focussed on delivering for a partnership the location of this post may change. The successful applicant for this position will be kept informed by his/her line manager of any proposed change in location. In any event, there will be some travel involved in the role to ensure visibility and engagement with partners in all parts of the County and beyond.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our corporate values.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria	Assessed By:
A degree or equivalent level qualification or an equivalent level of professional experience.	A, D
A professional Planning qualification.	A, D
Corporate Member of the Royal Town Planning Institute or Royal Institution of Chartered Surveyors.	A, D
Extensive knowledge of best practice in strategic planning and policy development, including understanding of relevant statutory processes.	A, I, P
Excellent understanding of local government political context and decision making processes, and well developed political awareness.	A, I, P
Extensive knowledge and understanding of the issues and future challenges relating to strategic and spatial planning. Understanding of the Oxfordshire context would be especially helpful.	A, I, P
Extensive experience of the development and delivery of strategic spatial plans and strategies in a partnership context.	A, I, P
Track record in influencing and persuading senior colleagues in government and the private sector to take specific courses of action.	A, I
Ability to formulate recommendations for senior management and policy makers and in implementing proposals.	A, I
Significant experience in developing, implementing and evaluating large scale community and stakeholder engagement and public consultation programmes across a range of channels involving multiple partners and stakeholders.	A, I
Excellent track record of identifying and delivering innovative and creative solutions to complex business problems.	A, I



Track record of devising and implementing performance measures to assess the value of Housing Growth and the impact on policy e.g. on economy, health and sustainability.	A, I
Excellent change management and stakeholder management experience.	A, I
Extensive experience of working across complex organisations with different ambitions and priorities.	A, I
Strong knowledge, understanding and application of best practice programme and project management frameworks.	A, I
Demonstrable experience of continuous improvement, and performance management processes, techniques and tools as they relate to growth activities e.g. housing, connectivity, sustainable transport.	A, I
Experienced relationship manager, able to work consistently well across a wide group of stakeholders often with conflicting views set by differing priorities.	A, I
<p>Key Behaviours</p> <ul style="list-style-type: none"> ● Excellent management behaviours, including ability to delegate appropriately. ● Takes ownership and accountability for their personal performance. ● Role models a positive, can-do attitude with a continuous improvement mindset. ● Builds strong relationships and networks, taking a collaborative, team focused approach to working with colleagues and stakeholders. ● Communicates messages effectively with confidence using them to influence, challenge and persuade. ● Ability to analyse and interpret statistical and other spatially relevant information and communicate key issues that arise from this. ● Ambitious, energetic and highly motivated. ● Visible, approachable and accessible; resilient, determined and confident. ● Displays an awareness of own strengths and areas for development and is committed to addressing areas requiring improvement. ● An innovative and imaginative approach to problem solving. ● Promotes a blameless culture. ● Ability to coach and sell change by others in a supportive and empathic hands-on way. ● Provides direct reports defined structures and objectives and applies robust performance management. ● Committed to driving performance for the benefit of Oxfordshire residents. ● Uses knowledge appropriately to secure results. 	A, I, P

Desirable Criteria	Assessed By:
A post graduate managerial qualification or evidence of continual professional development	A, D
Formal nationally recognised project or programme management qualification e.g. MSP, PRINCE2	A, D

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys



	pulling) of people (including pupils) or objects		driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

