



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

# Head of Planning and Public Protection Application Pack

[www.npt.gov.uk](http://www.npt.gov.uk)

## **Neath Port Talbot County Borough Council**

### **Head of Planning and Public Protection**

**£74,090 - £81,494 per annum**

More than 140,000 people call Neath Port Talbot County Borough home and, as their council, we work hard to deliver hundreds of services every day. We are passionate about making life better for our residents and we want to create a place where everyone has an equal chance to get on in life.

In the future, we see two ways of making this happen. Firstly, via the traditional route, where we directly provide opportunities for growth and change. And secondly, through a more innovative route, where we empower the people in our communities to identify common goals and then find ways of working with each other to achieve them.

We have set ourselves three ambitious goals:

1. To ensure our children and young people get the best start in life, so they can be the best they can be
2. To get all our residents taking an active part in community life, socially and economically
3. To make our county borough a vibrant, health and safe place to live, work and enjoy leisure time.

As Head of Planning and Public Protection you will play a key role in helping the Director of Environment and Regeneration make this happen. You will advise the Director, Chief Executive and Elected Members on key planning and public protection issues, as well as providing effective and visible leadership as part of the Environment & Regeneration Senior Management Team and the Council's Corporate Management Team.

As well as your extensive knowledge and understanding of local government, and clear understanding of key Welsh and UK legislative, policy and best practice issues in relation to planning and public protection, you will have a proven track record of leadership in a multi-disciplinary team, of leading projects to a successful conclusion, and you will be able to demonstrate your experience of successful partnership working.

**Further information about this post and the Council's expectations of the successful candidate can be obtained from:**

Nicola Pearce  
[n.pearce@npt.gov.uk](mailto:n.pearce@npt.gov.uk)  
01639 686681

## The Council is committed to the implementation of its Welsh Language Scheme

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### How to apply

Please visit <https://jobs.npt.gov.uk> for further information or contact the Council's HR Employment Support Team on 01639 686837 or email [jobs@npt.gov.uk](mailto:jobs@npt.gov.uk)

### Pre-Employment Checks:

An offer of employment to the successful candidate will be subject to:

- Medical clearance
- Qualifications check
- Asylum and immigration check
- Two appropriate and satisfactory references

### Timetable

- **Job advertisement published** – 1<sup>st</sup> November 2019
- **Closing date for receipt of applications** – 15<sup>th</sup> November 2019 @ 12 noon
- **Special Appointment Committee Shortlisting** – 2<sup>nd</sup> December 2019
- **Psychometric Testing (by telephone appointment)** – By 9<sup>th</sup> December
- **Officer Interviews** – to be held in week commencing 9<sup>th</sup> December
- **Special Appointment Committee (appointment to be made)** – 16<sup>th</sup> December 2019

## Neath Port Talbot Council

Neath Port Talbot Council is made up of 64 councillors elected by local people to represent them and their community.

The current Political Party composition of the Council is as follows:

- Labour Group - 40
- Plaid Cymru Group - 15
- Independent Democrats Group - 7
- Independent Members - 1

Every day we deliver a range of services to more than 140,000 people that live in the area.

Whether it is providing support for parent, educating our children and young people, ensuring decent, affordable housing and good employment, or providing assistance to people facing hardship or needing extra support in later life; the Council's work touches most aspects of people's lives.

As well as running the services people need day-to-day the Council also has an important role to play in attracting investment so that Neath Port Talbot is a great place to live, work and spend leisure time. This community leadership role means that we work with a range of other agencies at all levels to stand up for local people and provide for future generations.

## The County Borough

Neath Port Talbot is located on the coast between the City & County of Swansea to the west and the County Borough of Bridgend to the east. It also shares boundaries with Carmarthenshire, Powys, Rhondda Cynon Taf and the Brecon Beacons National Park.

Neath Port Talbot has a blue flag coastline at Aberavon and is home to five of South Wales famous Valleys. Our county borough is a beautiful place – rich in opportunity but with its share of challenges.

Together, our parks, woodlands, beach and other waterways provide a wonderful, natural outdoor gym for residents and visitors alike to enjoy. Sport is a strong feature of community life. From archery and angling, bowling and cricket to surfing, walking and yachting there is an immense array of active local sports clubs across the county borough, most of which is supported by community and voluntary groups.

Few areas can compete with us when it comes to culture and heritage. Whether it is art, poetry, song, dramatic art, comedy or any other art form, there is plenty to choose from right across the county borough through community groups or through paid performances in the larger venues. We are proud of our Welsh language and culture and our mining heritage too and are working to increase the number of Welsh speakers in our area significantly and to identify new sources of funding to preserve important heritage sites.

We have much to celebrate in this county borough and much to be proud of. Performance in our core services of education, social services, environmental services and the regulatory services continues to be generally sound – an impressive achievement given the enormous cuts that have been made to Council budgets. However, performance compared to other local authorities in Wales has declined across a range of indicators. The Council is experiencing similar pressures to those of other councils as the resident population ages; more people are in need of intensive support; welfare reforms impact; there is government pressure to increase recycling rates at pace; the main infrastructure of the area requires investment; digital technologies are changing citizens expectations; and levels of deprivation continue to place high demands on some services.

## Economy and Employment

Employment in the County Borough has a relatively high proportion of jobs in the manufacturing and public sectors and a relatively low proportion in the service sector. The employment base is predominantly located along the coastal corridor where Tata Steel and the Council are the largest employers. In the valleys, the largest employers relate to the mineral extraction industries with the remainder being employed in small and medium sized enterprises.

There is a relatively high proportion of people employed in administrative and support work while the numbers employed in managerial and professional work and those who are self-employed are lower than the Welsh average. The proportion of people who are economically inactive is higher than the average across Wales and the population over 16 have lower qualifications than the Welsh average. Significantly more people travel out of the County Borough to access work than those who travel inwards.

## Our Purpose

Neath Port Talbot Council exists to serve and represent the interests of its citizens and communities. We strive to improve the economic, social, environmental and cultural well-being of all of our people.

## Our Vision

- We want our county borough to be a place where everyone has an equal chance to get on in life – a place where people want to live, learn and work and bring up their family.
- We want our beautiful natural environment, and our rich cultural and industrial heritage to be appreciated and protected for many future generations to enjoy.
- We also want to pursue new and existing opportunities for economic growth so we can sustain our diverse communities for many years to come.

## Our Values

- We will **stand up** for our citizens and our communities, advocating for the needs and aspirations of our people in every aspect of our work.
- We will **listen** to our citizens, our workforce and our many partners and seek ways to meaningfully **involve** people in our work.
- We will celebrate **diversity** in all of its forms and work tirelessly for **greater equality** in all of our communities.
- We will conduct the work of the Council in an **open and accessible** way, ensuring we are properly **accountable** for the decisions we make.
- We will make the best use of all **resources** available to us.
- We will be open to challenge and will promote a culture of **learning and innovation** throughout our organisation.
- We will further strengthen the bonds of **collaboration**, working with others – including the voluntary, statutory and private sectors - to benefit our citizens and communities.

In line with the Well-being of Future Generations (Wales) Act 2015 our three Well-being Objectives are:

### Well-being Objective 1:

To improve the well-being of children and young people: *“All of our children and young people have the best start in life, so they can be the best they can be”*

### Well-being Objective 2:

To improve the well-being of all adults who live in the county borough: *“Everyone participates fully in community life – socially and economically”*

### Well-being Objective 3:

To develop the local economy and environment so that the well-being of people can be improved: *“The whole of Neath Port Talbot county borough will be a vibrant, healthy and safe place to live, work and enjoy recreational time”*

## Delivering our Vision and achieving our well-being objectives

The delivery of our vision and well-being objectives is organised at three levels:

### Level 1- Improvement Priorities

These are the areas prioritised for service change by the Council to respond to the challenges and opportunities that have been identified and to deliver on manifesto promises. These priorities were agreed by Council in September 2017 and have been refined and updated as shown in the next chapter.

### Level 2 - Corporate Change Programme

The Council's corporate change programme was agreed by Council in 2017 and during the next twelve months the Council will continue to focus on extending the use of digital technologies; exploiting new income sources and working differently with its

communities. This is encapsulated into a Council-wide change programme with the following key work streams:

### Smart and Connected

In December 2018, the Council approved the “Digital Strategy” which extends the scope of the initial digital strategy (Digital by Choice approved in 2015) considerably to focus on the following three strategic priorities:

- **Priority 1** - transforming the way we deliver our functions/services and increasing use of the Council’s on-line functions/services by residents
- **Priority 2** - to contribute to the development of favourable conditions for economic growth in the county borough
- **Priority 3** – embracing a “digital first” approach to the way we support our workforce

The strategy will be underpinned by a detailed delivery programme, supported by a dedicated change management capability. The delivery programme will be refreshed on an annual basis and updated to ensure it remains aligned with the Council’s broader priorities, new opportunities and challenges and take account of the capacity/resources available in the next programme period.

### Sharing the Load

During 2018-2019, the Council has continued its work on income generation to help sustain services whilst continuing to set a balanced budget. This work has included exploring what other local authorities have been doing in this area, as well as, with the support of the Association of Public Services Excellence (APSE), working out what type of approach might be adopted locally.

### Better Together

Work has begun to generate a new understanding between the Council, its citizens and partners where:

- there is a genuine, shared vision of what we all want for Neath Port Talbot;
- we are clear about what the Council’s role in achieving that vision needs to be;
- what the role of individual citizens needs to be; and
- what the role of whole communities needs to be.

### Level 3 - Business Plans / Service Delivery

The Council delivers or commissions an enormous range of services and functions that affect the day to day life of everyone who lives in the county borough. During 2018-2019, a new Corporate Performance Management System (CPMS) was implemented which enables the integration of the Council’s strategic planning, performance management and risk management arrangements. During 2019-2020, the system will be further developed to strengthen performance management of the Council’s day to day work whilst also simplifying the way performance is reported.

## The Environment and Regeneration Directorate

The council's Environment and Regeneration Directorate is made up of five service areas – each managed by a Head of Service:

**Engineering and Transport Service** - includes the Engineering and Highways Development Control team, the Road Safety team, Integrated Transport team and the Parking Services team.

**The Planning and Public Protection Service** - encompasses a range of functions including Building Control and Business Support, Development Management, Planning Policy and Environmental Health and Trading Standards.

**The Property and Regeneration Service** - delivers a broad spectrum of property, regeneration and economic development services including the delivery of major construction, development and regeneration projects, leading on supporting the local economy and responsibility for maximising the opportunity of European and strategic external funding programmes.

**Streetcare Services** - includes the Waste, Recycling and Neighbourhood Services Teams, Building and Lighting team and the Highways and Drainage team.

**South Wales Trunk Road Agent (SWTRA)** - In 2005 Neath Port Talbot Council was awarded the commission for the management of the South Wales Trunk Road Agent (SWTRA) on behalf of the Welsh Government. SWTRA operates as a division within the Environment Directorate and is empowered by agreement with the Welsh Government to deliver services and manage the trunk road and motorway network across the whole of South Wales. Since the 1st April 2017 the scope of the commission has increased with the transfer of the Traffic Wales functions across to both Trunk Road Agents in Wales.

## Planning and Public Protection Service

### Building Control & Business Support

This team is responsible for the control of building development to ensure that health and safety standards are achieved in construction and means of escape, and to ensure that minimum standards are achieved in energy efficiency and access for the disabled. The team is also responsible for a number of other statutory functions including the processing of demolition notices and dangerous structures reported to the Council.

### Development Management

The Development Management team is responsible for a range of services including Planning Applications, Pre-application Advice, Enforcement and Appeals, Minerals and Waste (i.e. mineral works, aftercare and restoration), and Section 106 Agreements.

### Minerals & Waste

This service is part of the development management team and is currently provided in conjunction with officers at Carmarthenshire County Council under a Service Level Agreement which is reviewed periodically.

### **Planning Policy**

This service comprises the Planning Policy and Countryside & Wildlife teams. They are responsible for a range of areas including the Local Development Plan, Gypsy and Traveller Accommodation Assessments, Supplementary Planning Guidance, Active Travel and Cycling Networks, Public Rights of Way and Biodiversity.

### **Public Protection (Environmental Health and Trading Standards)**

Public Protection comprises the General Environmental Health team, Food and Health Protection team and Trading Standards team. They cover a range of areas of responsibility. The General Environmental Health team covers areas including Air Pollution, Houses in Multiple Occupation, Empty Homes, Contaminated Land, Ruinous and Dilapidated Buildings, Private Rented Housing Inspections and Health and Safety Enforcement. The Food and Health Protection team responsibilities include Food Hygiene Inspections and Ratings, Health Protection and Infectious Disease Control and Food alerts. The Trading Standards and Animal Health team responsibilities include Consumer Fraud, Counterfeit Products, Fair Trading, Food Standards and Mis-descriptions of Goods and Services, Weights and Measures, Underage Sale of Age Restricted Goods and Animal Health and Welfare.

## JOB DESCRIPTION



<b>Job Title:</b>	Head of Planning and Public Protection
<b>Directorate:</b>	Environment and Regeneration
<b>Reports to:</b>	Director of Environment & Regeneration
<b>Responsible for:</b>	Building Control & Business Support Development Management Minerals & Waste Planning Policy Public Protection (Environmental Health & Trading Standards)
<b>Salary:</b>	£74,090 - £81,494 per annum

<b>Purpose of the job:</b>	<p>To provide effective and visible leadership, as part of the Environment &amp; Regeneration management team, providing a coherent strategic direction for the Planning and Public Protection Service, and supporting the Council to achieve its key objectives for the benefit of the people living, visiting and working within Neath Port Talbot.</p> <p>This is underpinned by the Corporate values:</p> <ul style="list-style-type: none"> <li>➤ We will stand up for our citizens and our communities, advocating for the needs and aspirations of our people in every aspect of our work.</li> <li>➤ We will listen to our citizens, our workforce and our many partners and seek ways to meaningfully involve people in our work.</li> <li>➤ We will celebrate diversity in all of its forms and work tirelessly for greater equality in all of our communities.</li> <li>➤ We will conduct the work of the Council in an open and accessible way, ensuring we are properly accountable for the decisions we make.</li> <li>➤ We will make the best use of all resources available to us.</li> <li>➤ We will be open to challenge and will promote a culture of learning and innovation throughout our organisation.</li> </ul>
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	<p>➤ We will further strengthen the bonds of collaboration, working with others – including the voluntary, statutory and private sectors - to benefit our citizens and communities.</p>
<p><b>Main duties of the job holder:</b></p>	<ol style="list-style-type: none"> <li>1. To act as the Council's principal adviser in relation to planning, building control, minerals and waste, public protection, and to lead the development and implementation of policy in these areas.</li> <li>2. To provide clear and visible leadership to all staff within the Service so as to establish and deliver clear strategies and programmes for service improvement.</li> <li>3. To interpret national policy and legislation into a coherent strategic direction for the service.</li> <li>4. To ensure the delivery of services in accordance with the relevant statutory framework and the policies and procedures of the Council.</li> <li>5. To specify clear performance indicators for service areas, monitor performance and manage the outcomes to a successful conclusion.</li> <li>6. To work in collaboration with and influence internal and external partners and key stakeholders to ensure delivery of Council and service specific objectives.</li> <li>7. To contribute to a strong and cohesive senior management team within Environment and Regeneration and role model the Council's values.</li> <li>8. To actively contribute to corporate policy development, decision making and projects.</li> <li>9. To make effective use of financial resources, information and communication technologies, physical assets, people and natural resources to deliver strategic priorities and ensure organisational capacity for the future.</li> <li>10. To contribute to the development and implementation of the Council's Forward Financial Planning, from both a service and corporate perspective.</li> <li>11. To manage effective and sustainable service change, resulting in better outcomes for local people.</li> </ol>

	<p>12. To ensure that all teams within the service have resilient business continuity plans and robust emergency response and recovery arrangements</p> <p>13. To lead the Service's response in "emergency incident" situations, including acting as a Silver Commander in local authority and multi-agency settings, as required.</p> <p>14. To undertake other related duties and responsibilities as they arise, including deputising for the Corporate Director, as appropriate</p>
<p><b>General Responsibilities:</b></p>	<p>15. To ensure that effective arrangements are in place to secure the overall well-being and the health &amp; safety of all employees and people delivering services for the Council.</p> <p>16. To ensure proper and transparent governance arrangements are in place across services, applying the principles of good governance to partnership working.</p> <p>17. To embrace the Council's equality and diversity policy commitments, ensuring fair treatment in employment, service delivery and communications.</p> <p>18. To work at all times within the established policies and practices of the Council and within the framework established by the Council's Constitution.</p>

## PERSON SPECIFICATION



<b>Job Title:</b>	<b>Head of Planning &amp; Public Protection</b>
<b>Directorate:</b>	<b>Environment &amp; Regeneration</b>
<b>Salary:</b>	£74,090 - £81,494 per annum

Attributes	Essential	Desirable
<p><b>Knowledge</b></p> <p>Extensive knowledge and understanding of local government.</p> <p>A clear understanding of key Welsh and UK legislative, policy and best practice issues in relation to planning and public protection.</p> <p>A clear understanding of, and commitment to, the principles of good governance.</p> <p>Evidence of political knowledge and sensitivity especially in the delivery of services and the impact on communities.</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>	
<p><b>Technical/Work-based Skills</b></p> <p>The ability to communicate complex information with clarity and make connections across organisational boundaries.</p> <p>The ability to make clear and well considered decisions and to provide sound objective advice.</p>	<p>√</p> <p>√</p> <p>√</p>	

<p>An innovative, imaginative and creative approach to problem solving.</p>		
<p><b>General Skills/Attributes</b></p> <p>The ability to work collaboratively as part of both the senior management team and corporate management team, modelling corporate behaviour and corporate decision making.</p> <p>The ability to build, maintain and influence effective working relationships both internally and externally with key stakeholders and partners.</p> <p>The ability to provide effective leadership to multi-disciplinary teams of professional, operational and support staff in a challenging and changing environment.</p> <p>The ability to give clear long term direction influencing and implementing strategic policy issues to achieve the service business plan objectives.</p> <p>Ability to work effectively in a political environment, building and maintaining positive and productive relationships with Elected Members.</p> <p>The ability to manage all resources effectively including people, finance and physical assets remaining within budget and on target to deliver Council priorities.</p> <p>To demonstrate a personal commitment to equality and diversity and ability to translate</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	

<p>that commitment into service delivery and customer access.</p> <p>To demonstrate excellent communication skills both internally and externally to influence behaviour, promote the Council and respond to press and media enquiries.</p>	√	
<p><b>Experience</b></p> <p>Experience of turning strategic vision into successful implementation.</p> <p>Experience of leading on projects to a successful conclusion, achieving the desired outcomes.</p> <p>Experience of building good working relationships with politicians.</p> <p>Experience of designing and delivering customer focused services.</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>	
<p><b>Qualifications</b></p> <p>Honours degree level qualification or equivalent experience</p> <p>Relevant professional qualification or equivalent</p> <p>Relevant professional membership</p> <p>Evidence of continuing professional development</p> <p>Ability to work through the medium of Welsh</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>	√



## **Main Terms and Conditions of Employment**

### **Salary:**

£74,090 - £81,494 per annum

### **Location:**

The Quays, Baglan Energy Park.

### **National Conditions:**

The JNC for Chief Officers of Local Authorities will apply to this post, supplemented by some locally determined conditions of service.

### **Political Restrictions:**

This post is classified as politically restricted under the provisions of Local Democracy, Economic Development and Construction Act 2009.

### **Equal Opportunities:**

The Council is committed to the development of policies and practices to promote equal opportunities in employment and service delivery, regardless of an employee's gender, race, colour, or national ethnic origin, age, disability, marital status, sexuality, or nationality, responsibility for dependence, HIV or AIDS status, trade union activity, religion or belief.

### **Pay Frequency:**

You will be paid calendar monthly by BACS credit transfer into your bank or building society account.

### **Pension (Defined Benefit Scheme):**

You will be eligible to remain / become a member of the Local Government Pension Scheme. The LGPS is a defined benefit scheme and is one of the best pension schemes available. Further information is available at: <https://www.swanseapensionfund.org.uk/>

**Hours of Work:**

There are no fixed working hours. The Council's basic working week is one of 37 hours but the role of Head of Planning and Public Protection will require some additional hours of work, including during evenings and at weekends, as necessary.

**Annual Leave:**

Your annual leave entitlement will be 33 days, in addition to 9 bank holidays, plus an additional one day of annual leave at Christmas (timing determined by the Council).

**Work-Life Balance:**

The Council has a number of policies to enhance work-life balance opportunities.

**Sick Pay:**

The Council operates an occupational sick pay scheme generally in accordance with the JNC for Chief Officers of Local Authorities.

**Notice Period:**

The period of notice to be submitted by the postholder is three months.

**Car Allowance for Business Journeys:**

A car allowance will be payable for business journeys in accordance with the HMRC Approved mileage rates.

**Other Business-Related Expenses:**

The Council will reimburse reasonable out of pocket expenses actually incurred.

**Discounted Gym Membership for NPT Employees:**

The Council provides a gym membership scheme via Celtic Community Leisure (CCL) which enables employees to use leisure facilities at discounted rates at a number of CCL swimming pools and leisure centres within the County Borough.